



CITY OF BENTON

City Engineer Job Description

Job Title: City Engineer	Department: Community Development
Classification: Exempt	Reports to: Community Development Director & Streets & Drainage Director
EEO Category: Full-time	Pay Grade: \$81,432 – \$122,148

SUMMARY

The City Engineer manages the administrative and professional engineering aspects in planning, organizing, and directing the activities of the City in execution of engineering services. Serves as the Project Manager on consultant engineering, architectural design, and plan and plat reviews. The City Engineer designs internal projects which include project layout, review, comments, specification preparation, bidding and construction.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Reviews designs, plans, and specifications prepared by consulting engineers.
- Reviews and provides comment on subdivision plats, construction, and developments plans in compliance with capital improvement needs and appropriate local standards, codes, ordinances, and accepted practices.
- Serves as engineering Construction Manager in construction of infrastructure and facilities.
- Ensures effective communication with the public, government officials, contractors, and consulting engineers.
- Coordinates all activities associated with the coordination and performance of floodplain administration duties in accordance with local ordinances.
- Manage and monitor work performance of projects including evaluation program/ work objectives and effectiveness, establishing broad organizational goals and realigning work as needed.
- Assists Stormwater personnel with all flood management recommendations.
- Assists with the preparation of various reports for the Community Development Director, Streets & Drainage Director, and the Mayor.
- Must be present and actively involved in all Planning and Zoning committee meetings.
- Must be present and actively involved in all Development Review Committee meetings.
- Assists departmental employees in the field as necessary.
- Ability to manage and prioritize multiple projects; ability to work independently and collaboratively in nature.

- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The incumbent will spend most of the time performing this position in a professional office-type setting. The incumbent, while performing this position, spends time writing, keyboarding, speaking, listening, driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching. The noise level in the work environment is usually moderate to loud. The office environment also has exposure to fumes, dust, toxic or caustic chemicals.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solve. Incumbent must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct departmental services/operations in a professional, effective and efficient manner. Incumbent

must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information on a routine basis. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Basic experience, knowledge and training in Municipality typically resulting from a combination of education or years of experience in engineering or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- Bachelor's degree from an accredited college or university in Civil Engineering, required
- Municipal City Engineer experience preferred.
- Valid State of Arkansas Engineering (PE) License or PE License in another state with the ability to obtain an Arkansas PE within 6 months of employment.
- Five (5) years of related experience, local government experience preferred.
- Proficiency in Microsoft 365, Auto-Cad and/or Micro-Paver, Bluebeam, Arc GIS, preferred.

Knowledge

- Knowledge of Engineer principles and practices.
- Knowledge of applicable local, state, and Federal statutes, rules, codes, regulations, requirements, City of Benton policies and procedures, and other governing documents.
- Knowledge of the principles and practices of civil engineering. Experience in land development including grading, drainage, street design preferred.

Skills

- Skill in communication orally and in writing.
- Skill in organization and scheduling of work activities.
- Skill in reading, interpreting and analyzing the concepts and principles of engineering; as well as technical/regulatory/safety issues related to department functions.
- Skill in reading/interpreting statutes, regulatory requirements and City ordinances governing departmental operations.
- Skill in operation of personal computer and MS Word.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.
- Ability to provide effective leadership/supervision to personnel, and services/operations.
- Ability to develop policies/procedures to ensure safe, efficient operations of facility.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to explain new or amended City ordinances/policies regarding departmental operations.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of employee’s employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____