

**CITY OF OWOSSO
JOB DESCRIPTION**

DIRECTOR OF ENGINEERING, P.E.

Supervised by: City Manager
Supervises: Department employees as assigned

Position Summary:

Performs professional civil engineering and responsible administrative work in the design, planning and inspection of municipal construction and engineering projects; and manages the construction of City infrastructure projects such as bridges, roads, sidewalks, dams, pipelines, water, and sewage systems. Plans, directs and coordinates city engineering, public works and utilities employees and activities.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises and performs municipal engineering operations including the preparation of construction plans and specifications, records, maps, construction management, inspection and regulation, land surveying, traffic management, development of maintenance priorities, prepares special grant applications, and other special projects.
2. Performs administrative work for the City Manager in various phases of municipal operations.
3. Assists in the preparation of the annual budget and capital improvement plan.
4. Develops traffic control policies, advises as to guidelines for procedures of proper traffic control and flows of the city streets per Act 51 map.
5. Organizes activities and operations of roads, bridge management, sidewalks, utility placement and recording.
6. Provides engineering assistance in the operation of the City's solid waste regulation and collection system, storm water management, and water distribution system.
7. Prepares periodic and special reports on project activities for the City Manager.
8. Utilizes and maintains general filing system for the Engineering Department, specifically electronic files and GIS files.
9. Manages asset management program.
10. Investigate and respond to citizen complaints pertaining to engineering.

11. Investigates construction, sanitation and other alleged violations and makes reports recommending action.
12. Act as Street Administrator for Act 51 funding.
13. Review right-of-way permits for private contractors and private utility companies.
14. Review site plan applications for adherence to city ordinances.
15. Prepare permit applications to state and local agencies including the Michigan Department of Transportation (MDOT) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
16. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in engineering, preferably civil engineering, with additional coursework supportive toward this position required.
- Registered as a Professional Engineer in the State of Michigan.
- Comprehensive knowledge and skill in utilizing Auto-CAD technology for producing construction plans and general use maps.
- General knowledge of the principles and practices of civil, mechanical, structural, hydraulic, and utility engineering as applied to the preparation of plans, designs, estimates, and reports of the Engineering Department.
- General knowledge of federal, state and local codes and ordinances relative to civil engineering and construction work.
- Sound judgement skills interpreting and implementing federal and state safety guidelines into public works projects with limited resources and financing.
- General knowledge of design requirements for various improvement and structures such as streets, bridges, storm drains, sewers and reinforced concrete structures.
- Comprehensive skill in preparing clear and comprehensive technical reports and evaluations of complex engineering problems and in representing the City with outside engineering groups, special citizen committees and public works contractors.
- Comprehensive skill and knowledge in planning, scheduling and effectively communicating with a high degree of diplomacy and professionalism, the directives of

the City Manager to personnel and public works contractors.

- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk, hear and traverse uneven terrain and enter excavations down to 15 feet in depth. The employee is occasionally required to use hands to operate, finger, handle, or feel objects, tools, or controls; reach with hands and arms; and work in noisy, dusty, wet and unsanitary field conditions. The employee may occasionally lift and/or move up to 50 pounds.