

City of Orange City

DATE: June 23, 2022

City Engineer

DEPARTMENT: Public Works

RESPONSIBLE TO: Public Services

GENERAL DESCRIPTION:

This is a professional/technical/administrative position which requires a high level of skills in civil and environmental engineering, project management, budgeting, coordinating activities of technical and field support personnel, and other administrative duties. The City Engineer reports directly to the Public Services Director. This position will directly supervise the Engineering Division. This position will work closely with Construction Program Manager, and the Financial Specialist.

Essential Duties and Responsibilities:

- Performs the duties of the City Engineer as per the City's Code
- Implements safety policy and procedures
- Ensures employees adhere to department standards and safety protocols
- Plans, organizes, and directs the repair, maintenance, operation, and construction of the City owned water, sewer, transportation, stormwater, and reclaimed water infrastructure
- Formulates long range plans and cost estimates pertaining to the expansion of City owned transportation, stormwater, water, sewer, and reclaimed water systems
- Ensures City's compliance with the National Pollution Discharge Elimination System (NPDES) Permitting Program
- Directs the preparation of plans, specifications and contracts for the construction of transportation, stormwater, sewer, water, and reclaimed water systems and other public facilities
- Prepares and maintains annual budget and monitors expenditures for the Engineering Division
- Initiates and make recommendations for final approval, hiring, termination, performance evaluation, disciplinary, and/or commendatory actions for assigned personnel
- Participates in the selection of engineering consultants and the development of project scope of services
- Manages project costs and directs outside consultants employed on assigned projects
- Generates oral and written reports and studies
- Represents the Department at meetings involving assigned activities
- Coordinates with other local, state and federal agencies and represents the Department at various committees, boards and agencies as directed by the Director
- Serves as a support to the City's Review Committee (TRC); reviews site and subdivision plans, specifications, and engineering reports to ensure compliance with the City Code
- Develops and manages the City's pavement management program; ensure automated pavement management system data reflects real time conditions in the field; maintain an automated pavement management information system; develop and maintain linkages to transportation related to GIS databases; develop and implement pavement maintenance programs and cost effective strategies

- Assist Community Development with engineering related plans reviews
- Manages the City's continuing engineering consultant contracts
- Estimates quantities and cost of materials, equipment, or labor to determine project feasibility
- Responsible for solid waste contract
- Prepares or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions
- All employees will have a role in the City's disaster preparation and/or disaster recovery efforts, as may be designated in the City Comprehensive Emergency Management Plan

MINIMUM QUALIFICATIONS:

Education and/or Experience:

- Bachelor's degree in civil engineering, or other related field supplemented by a minimum of seven (7) years of progressively responsible experience as a city engineer or director of public works and utilities; five (5) of which have been in a supervisory capacity; equivalent combination of education, training and experience may be considered
- Professional Engineer (PE) designation required. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered
- Valid Florida Driver's License

Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, standards, methods, and practices of the operation of transportation, stormwater, water supply and wastewater systems, including knowledge of applicable federal, state, and municipal rules, regulation, and ordinances.
- Thorough knowledge of the methods, tools, equipment and practices of transportation, stormwater, wastewater, and water systems construction and extension work.
- Thorough knowledge of planning, developing and analyzing transportation/stormwater, water/wastewater technical programs.
- Thorough knowledge of civil, environmental and utility principles and practices.
- Extensive knowledge of plant connection fees, developer agreements, methodology for calculating plant capacity charges and guaranteed revenue charges.
- Ability to evaluate information, make decisions, and coordinate programs efficiently.
- Ability to communicate effectively both orally and in writing.
- Ability to deal tactfully and effectively with elected officials, the general public and staff.
- Ability to plan, direct, coordinate, and inspect water and wastewater plans, programs and activities and/or other major projects.
- Ability to plan and evaluate work assignments of technical and professional personnel.
- Skills in the use of mathematics and scientific rules and methods to solve problems.
- Skills in the use of negotiation tools to bring others together and try to reconcile differences.
- Ability to operate a motor vehicle.
- Knowledge of communications infrastructure systems design and operations, such as Advanced Meter Infrastructure (AMI), Supervisory control and data acquisition (SCADA) and Programmable Logic Controllers (PLCs)

- Knowledge of safety practices in discipline and be able to recognize hazardous conditions.
- Thorough knowledge of the principles, standards, methods, and practices of the operation of transportation, stormwater, water supply and wastewater systems, including knowledge of applicable federal, state, and municipal rules, regulation, and ordinances.
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- Skills in the use of negotiation tools to bring others together and try to reconcile differences.
- Ability to operate a motor vehicle.

Physical:

- Must be physically able to operate a vehicle, equipment, various hand and/or power tools, etc. Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight and occasionally of heavy objects and materials.
- Lifting, carrying, pulling, moving, and manipulating over 40 pounds with proper mechanics and equipment
- Sufficient manual dexterity to allow the use of power tools, a keyboard, and writing
- Sufficient visual acuity to read and comprehend departmental reports and documents.
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to operate motor vehicles and required equipment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Environmental:

- Works indoors
- Works outside in various weather conditions with: noise, dust, fumes; gases; chemicals; grease or oils; electrical energy; slippery surfaces; uneven surfaces; in or with moving objects, odors.
- Below ground level
- Poor lighting
- Inclement weather conditions