

CITY OF DEER PARK

JOB DESCRIPTION

CLASS TITLE: City Engineer
DEPARTMENT: January 8, 2018

JOB CODE NUMBER:
LOCATION: City Hall

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required.

Job Summary:

Performs complex supervisory, administrative and professional work in planning, design, organizing and directing the Engineering Department. Oversee engineering design work including water, wastewater, paving and drainage. Coordinates assigned activities with other City departments, divisions, and other outside agencies. Provides highly responsible and complex administrative support to the Director of Public Works. Responsible for maintaining the City in compliance with the Phase II Municipal Separate Storm Sewer System (MS4) TPDES General Permit and administers required activities of the City of Deer Park Storm Water Management Program.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

SUPERVISION

Supervises Engineering Department under the direction of the Director of Public Works

DUTIES AND RESPONSIBILITIES

1. Responsible for the CAD design and production of in-house projects, including but not limited to water, sewer, streets, and drainage infrastructure using traditional and trenchless technology methods.
2. Responsible for developing bid documents, detailed construction estimates, and oversight of the bidding process. Conducts pre-bid conferences, tabulate bids, prepare agenda items, drafts recommendation of award to City Council, holds preconstruction meeting and issues Notice to Proceed.

3. Provides project oversight during construction to ensure project is constructed in accordance with the plans and specifications and within time and budget. Supervises and monitors construction inspectors overseeing projects and holds monthly progress meetings with contractors.
4. Meets with and negotiates with contractors regarding change orders and pay estimates.
5. Assigns work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures as needed. Determines work procedures, prepares work schedules and expedites work flow.
6. Assist all developers with the prompt resolution of issues and to streamline the development approval process.
7. Develop, plan and implement goals and objectives for the Engineering Department, recommend and administer policies and procedures.
8. Evaluates department needs and formulates short and long range plans to meet needs in all areas of responsibility
9. Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations.
10. Evaluation, select and administrator outside consulting contracts for construction projects and prepare recommendations regarding the hiring of consultants and contractors.
11. Provide assistance in long range planning support for City capital improvements projects.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Responsible for implementing/enforcing components of Deer Park's Storm Water Management Program.
14. Prepares, updates, and maintains reports proving compliance with the Clean Water Act/Storm Water Management Program.
15. Performs pre-construction, construction and post-construction Storm Water inspections.
16. Investigates illicit connections to the City of Deer Park storm sewer system and illicit discharges to watercourses within the City of Deer Park.
17. Perform Dry/Wet Weather Screening activities including interpretation and reporting of results.
18. Responds to and investigates storm water complaints.
19. Maintain records and files of inspections; prepares documentation; issues citations; and represents the City in court cases and hearings, when necessary.
20. Develop storm water educational materials and conduct training events.
21. Investigates, documents, and reports flood plain violations.
22. A working knowledge of ARC-GIS software, SDE databases, and AutoCAD is a plus.
23. Assists in review of civil engineering plans as they pertain to 404 issues and storm water BMP's, as well as review of CIP and other Storm Water Pollution Prevention Plans.

EDUCATION, CERTIFICATION, & EXPERIENCE

Required:

1. Bachelor of Science degree in Civil or Environmental Engineering from an accredited college or university.
2. Registered Professional Engineer Licensed to practice in Texas.
3. A minimum ten years of extensive experience designing water, wastewater, paving and drainage improvement projects for municipalities.

4. Valid Texas driver's license with acceptable driving record.
5. Proficiency in using computer equipment and computer experience with Microsoft Office Suite Products.
6. Have developed, designed and implemented a Municipal Separate Storm Sewer System (MS4) program.
7. Working knowledge of AutoCAD.
8. Experience rehabilitating public infrastructure using traditional and Trenchless Technology methods.

Preferred:

1. Storm Water Inspector Certification, Erosion and Sediment Control Certifications, or able to acquire within one year of employment.
2. Two years regulatory or environmental enforcement related experience.
3. Advanced knowledge in Microsoft Office Suite Products, and other computer programs.
4. Ability to utilize GIS ArcView or ArcMap, Looking Glass, and other GIS based programs to locate property, property owners, verify zoning, and develop and verify impervious cover of properties.
5. Bilingual/Spanish.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority