

## CITY OF IOWA CITY - Job Description

Job Class #30-17

FLSA Exempt  
Civil Service

### Identification

**Position Title:** Assistant City Engineer

**Department:** Public Works

**Division:** Engineering

**Supervisor:** City Engineer

### Job Summary

Assists with the operational, financial, and personnel activities of the engineering division. Manages the design, construction administration, and inspection of public improvement projects. Analyzes the condition, capacity and expansion of City-owned utilities and makes recommendations for action.

### Job Scope

Directly supervises five to ten employees at the direction of the City Engineer. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

### Essential Job Duties and Responsibilities

**Plans, assigns and reviews** the work of staff in the planning, design, administration and construction of public improvement projects and the capital improvement program.

**Provides** engineering and architectural consultation to other City departments.

**Prepares and delivers** oral presentations at City Council, commissions and public meetings.

**Listens and responds** to complaints and information requests from the public.

**Advises and develops** solutions for the public, upon request, for problems relating to public infrastructure.

**Assists** in the development of public improvement projects and the capital improvements program.

**Assists in preparing and administering** an annual budget, **monitoring** expenditures during the year and **making** recommendations for modifications.

**Provides** information to media through press releases and interviews, and **issues** required press releases for public improvement projects.

**Assists** in **establishing** and **maintaining** design and construction specifications, **reviewing** new and innovative construction materials and methods and **evaluating** equipment performance.

**Reviews** and **recommends** appropriate software, including AutoCAD, asset management and GIS software.

**Assigns** workload and **evaluates** progress, ensuring compliance with laws, regulations and standards, and the City's capital improvement program.

**Participates** in the interview, selection and evaluation of employees, and **completes** incident reports for on-the-job incidents/injuries.

**Oversees** safety and **acts** as chairperson of division safety committee.

**Reviews** and **approves** staff time entry in time and attendance system.

**Investigates** misconduct and **recommends** action to be taken.

**Assists** with overseeing inter-division/department coordination and **serves** as liaison for engineering services with other City departments, divisions, developers, and outside agencies.

**Coordinates** with other departments and divisions to develop plans and programs.

**Serves** as acting City Engineer in his/her absence.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** all other related duties as assigned.

### **Physical and Environmental Conditions**

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience and Certification**

Bachelor's degree in civil engineering or related engineering discipline from an educational institution accredited by a DOE recognized accreditation body required, and six years of experience minimum in civil engineering required. Or equivalent combination of education and experience. State of Iowa Professional Engineer license in the field of civil engineering required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Two years of experience in supervision of engineering staff preferred. National Incident Management System (NIMS) training preferred.

### **Knowledge, Skills, and Abilities**

Knowledge of engineering principles and practice, public works design, and construction management and inspection. Skills in observation, problem solving, oral and written communications, conflict resolution, negotiations, technical writing, and project management. Ability to perform mathematical functions in order to perform and review engineering calculations. Ability to effectively perform long and short term planning and administer projects within the established deadlines. Ability to communicate technical issues to non-technical people. Knowledge of financial documents and ability to manage and create budgets and financial reports. Knowledge of City's purchasing, financial and personnel policies. Ability to effectively supervise and motivate employees. Knowledge of relevant computer software and hardware including word processing and spreadsheets. Must possess strong oral and written communication skills. Ability to research and manage long term projects.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*