**City of Mascoutah**

**JOB DESCRIPTION**

**Title:** City Engineer

**Department:** Administration

**Reports to:** Mayor, City Council, and City Manager

**Status:** Full-Time, Exempt

**Supervision Duties:** Technical, Professional and Engineering Consultants

**QUALIFICATIONS:**

* Ability to perform effective leadership and managerial roles, skills, and functions (planning, organizing, directing,) as applied to the position.
* Knowledge and comprehension of municipal engineering and construction standards, principles and techniques.
* Knowledge of legislation and regulations governing municipal public works.
* Effective communications and interpersonal skills.

**EDUCATION AND EXPERIENCE:**

* Bachelor of Science in Civil Engineering, or related field.
* Five years of progressively responsible/technical work experience are required, including managerial level experience.

**RESPONSIBILITIES AND DUTIES** (other duties may be assigned)**:**

* Manages and supervises the engineering functions for the City.
* Oversees the management, operation, maintenance and capital improvement program for the public infrastructure of the city.
* Coordinates with the Public Works Director on projects and is responsible for engineering responsibilities for streets, water, sewer, Electric power, City parks, and public and private development construction.
* Coordinates/interacts with other departments and outside agencies (IEPA, IDNR and IDOT/MFT program).
* Prepares department budget for review/approval; monitors budgetary expenditures.
* Assists in developing and maintaining the City’s 5-year Capital Improvement Program.
* Reviews site development plans, subdivision plats and construction documents for compliance with City Codes and standards.
* Reviews and ensures compliance to Federal/State Environmental Protection Agency (EPA/IEPA) policies and regulations; initiates and prepares construction and operating permit applications for IEPA approval; reviews and assesses compliance to other government policies and regulations (e.g., ADA); oversees sampling and testing procedures; maintains files (specifications, drawings) on City’s water, wastewater, storm-water, street systems and electric system. Provides technical support for the Capacity, Management, Operations and Maintenance (CMOM) program.
* Responsible for all City-wide construction standards and practices – sewer, water, electric, storm drainage, and streets development standards – and updates to such standards and practices.
* Oversees project contracts. Prepares plans and specifications; reviews consultant designs, cost estimates and makes modifications. Advertises for contract bids, prepares award recommendation and processes confirmed contracts. Initiates and directs contract work, reviews work estimates and progress payments, chairs pre-construction conference, performs or delegates inspections and inspects contract work quality and progress reports, verifies compliance with all contract requirements. Performs contract close-outs, verifies resolution of liens, reviews final payments, and verifies final documentation and drawings for files.
* Coordinates real estate acquisitions, deeds, easements; coordinates with various constituencies affected by department activities.
* Analyzes reports, maps, drawings, blueprints, tests and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data of plans submitted to the City.
* Responsible for applying for project grants and project management for grants.
* Responsible for reviewing and maintaining GIS utility mapping system.
* Attend City Council meetings, prepare reports and technical memorandums.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

* Valid Illinois Drivers License
* Licensed Professional Engineer registered with the State of Illinois.

**PHYSICAL DEMANDS:**

* Ability to sit, stand and walk for prolonged periods; minimal reaching, kneeling, climbing, stooping, crouching and balancing.
* Requires concentrated attention as well as near, far, depth and color vision in reading reports, reviewing plan and using a computer.
* Requires repetitive hand movement, coordination in preparing and reviewing plans, reports and data.
* Must be able to handle up to 60 pounds of material by hand rarely.

**WORK ENVIRONMENT:**

* Employee may be required to walk on uneven and slippery surfaces.
* Exposure to all weather conditions, dust, pollen and mechanical hazard (construction equipment).
* Ability to perform indoor and outdoor duties.
* Employee may be subjected to extreme cold, noise and vibration.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.