

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.

<b>City Engineer (Engineering Director)</b>
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Department: Community Development

Grade: 517

FLSA Status: Exempt

Job Code: C701

**JOB SUMMARY**

The purpose of this classification is to perform professional tasks at the managerial level by serving as the Engineering Director and overseeing the development services functions of the Engineering Division, as provided by city ordinance. Manages the administration and enforcement of City, County, State, and Federal codes and regulations by establishing, updating, maintaining, and implementing procedures for permit application intake, plan review, permit issuance, inspections, and closeout for land development and tree removal projects in the City. Anticipates surges in work-load and maps needs for additional labor and/or other resources. Supports adopted Transportation, Public Works, and Economic Development goals for strategic infrastructure planning and projects

**ESSENTIAL JOB FUNCTIONS**

- Serves as the Engineering Director for the department.

- Supervises Engineering Manager in directing, and evaluating assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations for transfers, promotions and salary administration issues, new hires, disciplinary action and employee discharge procedures.
- Manages and guides the plan review, permitting and inspection function of land development services of the Engineering Division; establishes policies and directs staff on the generation of procedures governing the plans review, permit issuance and inspection process; renders interpretation of codes; directs and performs land development inspections.
- Manages the implementation and enforcement of applicable City, State and Federal ordinances and laws related to land disturbance and erosion control, tree removal, stormwater (in support of the Environmental/Public Works Department), stream buffers, and floodplains.
- Develops, reviews, and manages assigned budgets; monitors spending to ensure compliance with established rules and requirements; reviews various accounting documents to evaluate the budget status.
- Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations; serves as the department representative when providing recommendations to outside groups.
- Performs administrative tasks for the division and department; receives, reviews and provides input regarding rezoning applications; approves final plats for conformance with construction standards and requirements of the Unified Development Code (UDC); performs interpretation and implementation of UDC ordinances when the Engineering Director has primary review authority; reviews existing ordinances, including the Standard Construction Specifications, and prepares recommendations for updates; approves development permits.
- Attends various meetings, including but not limited to Mayor and Council, Planning Commission, Historic Preservation Commission, Design Review Board, and Board of Zoning Appeals, to provide information and recommendations and gather information; attends pre-application review meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.
- Performs technical tasks to support a variety of department functions; conducts site reviews to ensure compliance with approved design plans.
- Oversees the filing of all required county and state engineering reports.

- Interacts and communicates with various groups and individuals to provide information and assistance and gather information; receives and resolves complaints; works with engineers and developers on site design and building related issues as well as managing the flood plain ordinance and related mapping; liaisons with other City Departments to ensure timely review of development plans by other City Departments.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the department.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in Civil Engineering or closely related field; six (6) years of experience in engineering design and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Active Professional Engineer License in the State of Georgia is required.
- Georgia Soil and Water Conservation Commission (GSWCC) Level 2 Design is required.
- Certification as a Certified Floodplain Manager (CFM), is preferred but not required.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- None

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

- Knowledge of professional engineering and construction theories, principles, practices and materials; City, County, State and Federal codes, ordinances and regulations pertaining to land development and erosion control; GIS and drafting principles and practices; and management and budgeting principles and practices.
- Ability to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to establish systems to initiate, process, monitor and report operations.
- Ability to direct business analysis for efficiency, accuracy and timeliness
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*