

ASSISTANT CITY ENGINEER

NATURE OF WORK

This is responsible professional engineering, administrative and supervisory work in the overall design, program development, construction, operation and maintenance of various transportation and utilities projects, facilities and programs.

Work involves assisting the City Engineer in the overall management, administration and operation of a portion of the Engineering Services Division; and supervising and providing professional engineering services in connection with planning, organizing, directing and coordinating activities involving municipal streets, sidewalks, storm sewers, water production and distribution and wastewater collection and treatment facilities. Work also involves reviewing plans and specifications for construction projects, including the responsibility for resolving technical engineering problems; and ensuring the efficient and economical development, construction operation and maintenance of a wide variety of municipal transportation and utilities projects. Work is performed according to general instructions from the Assistant Directors and the Department Head, but the employee has considerable latitude in initiating project procedures and methods for completing assignments. Work is reviewed through conferences, evaluation of reports and results achieved. Supervision is exercised over employees engaged in engineering design, construction, operations and maintenance of extensive transportation and utilities projects, facilities and programs. Supervision is exercised over Division Managers in multiple areas of LTU.

EXAMPLES OF WORK PERFORMED

Supervises subordinate staff engaged in the design and construction of various transportation and utilities projects, facilities and programs; assists Assistant Director in overall management, administration and operation of Transportation and Utilities.

Assists in the development of a comprehensive transportation and utilities improvement program in conjunction with the Assistant Director.

Reviews and recommends construction plans and bids, consultant agreements, change orders for federal aid projects and federal aid agreements; supervises the preparation of budgets and reports for Transportation and Utilities.

Represents the municipal government in conferring with other governmental jurisdictions, private firms, and the general public concerning transportation and utilities projects, facilities and operations.

Prepares cost estimates for a variety of projects including street improvements, storm sewer construction, as well as water supply and production, water treatment, water main and sanitary sewer extensions.

Confers with and advises Section Heads on problems relating to the design, construction operation and maintenance of streets, storm sewers, wastewater mains, water supply and production, water treatment, water mains and other similar construction.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of administration as applied to the design, construction and maintenance of transportation and utilities projects and facilities.

Thorough knowledge of the principles and practices of civil engineering as they relate to transportation and utilities engineering projects.

Thorough knowledge of materials, methods and techniques utilized in the construction, maintenance and operation of transportation and utilities projects.

Thorough knowledge of the principles and practices of public administration.

Ability to organize and coordinate the activities of divisions of Transportation and Utilities.

Ability to establish and maintain effective working relationships with City officials, other governmental organizations, employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in civil engineering plus four years of experience in the practice of civil engineering in a responsible supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Registration as a Professional Engineer. If registered in another state, must obtain State of Nebraska registration within six months of appointment.

6/23

PS2020