

CITY OF KALISPELL
AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

Job Title: **Engineer I**
Department: Public Works
Union: Non-Union
Salary Range: \$53,157 - \$68,045 DOQ
Benefits: 100% paid health insurance for employee & reduced rates for dependents.
State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a *VEBA program
FLSA: Exempt
Date: January 7, 2021

A. GENERAL PURPOSE:

The principal function of an employee in this position is to apply professional standards to plan, oversee, and manage Municipal engineering projects and to administer, coordinate, research, and implement citywide programs and plans. Additional responsibilities include; designing street and utility infrastructure systems, surveying, preparing plans and specifications, preparing bid documents and cost estimates, performing traffic analysis and recommendations, and reviewing design plans, reports, and specifications to ensure compliance with City Code, Regulations, permitting, and Standards. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with department personnel, co-workers, consulting engineers, architects and other professionals, developers and contractors, government official and agencies, and the general public.

B. SUPERVISION RECEIVED:

Works under general supervision of the City Engineer or their designate.

C. SUPERVISION EXERCISED:

Supervises the activities of staff as assigned.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

a. General

1. It is expected that every employee should be on time, fully prepared, every day the employee is scheduled to work. We expect every employee to strive for perfect attendance.
2. Work assignments are made orally and in writing. Work is performed with considerable independence in judgment and decision making, within established policies, procedures, rules, regulations and guidelines. Work is reviewed through observation, conferences, and periodic reports and for results obtained.
3. The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

b. Project Management (50%)

1. Plans, drafts, designs, recommends, and approves construction and maintenance of City streets, curbs, sidewalks, ADA requirements, traffic signals, signs, pavement markings,

drainage systems, sanitary sewer systems, water systems, solid waste service, and other related public improvement based on the City codes, regulations and professional standards.

2. Ensures projects are completed on schedule, within the prescribed budget and are constructed to the required quality standards.
 3. Tracks project construction and associated costs to achieve completion of projects within time and allocated funds.
 4. Administers professional service contracts, including; managing professional services and construction contract documents, contract amendments and additional work claims, and providing overall project administration for various City projects.
 5. Reviews submittals for compliance with the project specifications.
 6. Schedules and conducts pre-bid, pre-construction and progress meetings with contractors, consultants and staff to answer questions and resolve issues.
 7. Processes progress payments and change orders.
 8. Prepares quantity and cost estimates of proposed city projects.
 9. Procures and administers all relevant permits associated with Public Works projects
 10. Notifies property owners of property impacts and construction schedules of projects as requested including addressing and resolving property-owner and citizen complaints and concerns about projects
 11. Provides project oversight for the construction of contracted public works projects and infrastructure constructed through private development. Oversees assigned projects to ensure contractor compliance with permits, plans and specifications, for the project
 12. Using a variety of contemporary survey equipment, establishes vertical control and determines elevations, distances and locations as necessary for the design and inspection of construction projects.
 13. Prepares record drawings and associated documentation of completed projects.
- c. Program Management (30%)
1. Oversees the work and progress of consultants on construction plan development and construction cost estimates, including; ensuring plan development criteria are followed, red lining plans for errors and omission, and making schedule due date adjustments as necessary
 2. Keeps the Public Works Director and City Engineer informed and updated on the status of projects and assignments.
 3. Responsible for all phases of assigned Public programs including but not limited to:
 - I. Annual sidewalk and curbing installation program, including; preparation of specifications, bids, inspection, assessment billing, and warranty work.
 - II. Administers the underground fuel storage tank mitigation program.
 - III. City wide addressing.
 - IV. Stormwater Management Program.
 - V. Right of way, driveway, and erosion control permits. Reviews permits and determines adequacy of applications and data thereon. Performed inspections and

oversee compliance.

VI. Calculates Impact and Latecomer Fees.

d. Technical Management (20%)

1. Provides technical review of new development and redevelopment project design plans, reports and construction to ensure adherence to City standards, regulations, and code.
2. Provides technical review of traffic impact studies and performs traffic analysis for City street networks.
3. Prepares easements and legal descriptions; performs technical drafting; and prepares record drawings and documentation of construction projects.

E. PERIPHERAL DUTIES:

- a. Respond to inquiries and concerns of citizens and the business community relative to City rules, regulations, ordinances and the status of projects.
- b. Provide technical support to Public Works staff.

F. MINIMUM QUALIFICATIONS: (Education and Experience):

- a. Graduation from a four year college or university with bachelor degree in civil engineering, or a closely related engineering field.
- b. Engineering experience in public works projects including utility construction and operation, subdivision and road system construction. Supplemented with considerable work experience in construction design/inspection, drafting, and as a member of a survey crew.
- c. Successfully passed Fundamentals of Engineer (FE) exam.

G. KNOWLEDGE, SKILLS & ABILITIES (KSA's):

- a. Knowledge of:
 1. Professional principles of engineering as related to design and construction of public works utilities, infrastructure, facilities, and misc. projects.
 2. Methods, materials and inspection techniques employed in public works construction and engineering.
 3. City, State and Federal Construction Standards.
 4. Mathematics, algebra, geometry and trigonometry.
 5. Occupational safety and health practices.
 6. Generally accepted construction standards and construction methods, materials. Techniques, phases, practices, and procedures.
 7. The principles and practices of plan development and the use of all necessary drawing equipment and software.
 8. Substantial knowledge of or ability to quickly learn subdivision platting processes.
 9. Computer-aided design system, AutoCAD Civil 3D preferable.
 10. Data gathering and research techniques.
 11. Local Ordinances, Montana Codes Annotated, and Administrative Rules of Montana.
 12. Federal, State, and Local permits associated with construction, storm water and water and wastewater discharges in general.

b. Skill in:

1. Working with property owners, contractors and consultants.
2. Communicating effectively, both orally and in writing.
3. Conducting research work and preparing technical reports and documents.

c. Ability to:

1. Operate surveying instruments, to reduce and plot field notes, and to make field engineering computations.
2. Operate Geographic Information Systems (GIS) and ArcGIS and ArcMap computer programs.
3. Proficiently use AutoCAD Civil 3D or ability to gain the knowledge to proficiently use AutoCAD Civil 3D.
4. Plan, assign, direct and evaluate the work of subordinates.
5. Make difficult mathematical calculations quickly and accurately.
6. Develop complete and accurate plans, specifications, and construction notes.
7. Effectively coordinate department services with other departments and providers.
8. Effectively use the City's intergraded GIS-centric software management programs and processes.
9. Effectively review and oversee the work of contractors and consultants.
10. Work effectively with a wide range of persons, including situations in which individuals may be upset, angry and emotionally distraught over issues involved with City activities and policies.
11. Work independently with little supervision.
12. Read and interpret architectural, planning and engineering designs and specifications, including; topographic, geologic, hydrological, statistical maps, charts and graphs.
13. Develop and deliver public presentations on complex designs and municipal operations and represent the organization in a professional capacity.
14. Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
15. Prepare and present accurate and reliable reports containing findings and recommendations.

H. SPECIAL REQUIREMENTS:

- a. Ability to make judgments necessary to identify and creatively solve engineering problems.
- b. Must be able to work the hours necessary to accomplish the work; attend evening meetings; travel out of town and attend workshops, conferences, seminars and meetings during work and non-work hours; be available on call in the event of a major emergency.

I. TOOLS AND EQUIPMENT USED:

City vehicles, surveying equipment, GIS and drafting software, instruments, calculators and personal computer including Microsoft Office Word, Access, PowerPoint, Excel and other associated software.

J. PHYSICAL AND MENTAL DEMANDS:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- b. Work is performed mostly in office settings. Some daily outdoor work is required in the monitoring of various field facilities and projects.
- c. Performance of the essential office setting duties of this position includes the following physical and/or working conditions: the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of computers, calculators and data entry. Tasks require sound and visual perception and discrimination, or well as oral communications ability.
- d. While performing the essential outdoor duties of this job, the employee is regularly required to use the hands to finger, handle or feel objects and reach with hands and arms. The employee is frequently required to stand, talk, hear, walk, sit, stoop, kneel or crouch and smell. The employee is occasionally required to climb or balance and crawl. Specific vision abilities required include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.
- e. The employee must occasionally lift and/or move up to 25 pounds.
- f. While performing the duties of this job, the employee is regularly required to use written and oral communication skills, read and interpret complex data, information and documents, analyze and solve difficult problems, use statistical/mathematical reasoning, perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks and work with constant interruptions and interact with officials and the public

WORK ENVIRONMENT:

- a. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. Work is performed both in the field and in the office. Noise levels in the office are usually low to moderate. Noise levels in the field may be substantial due to the operation of construction equipment and the motoring public.

K. SELECTION GUIDELINES

- a. Formal application, rating of education and experience; oral interview and reference check; other job related tests may be required.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- d. 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.

*VEBA (Voluntary Employee Benefit Association) is a tax-exempt health reimbursement account used by employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon leaving City employment.

Posting Date: January 11, 2021

Closing Date: Open until filled with preference given to those who apply by Feb 10, 2021

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1st AVENUE EAST, KALISPELL, MONTANA, PHONE: (406)758-7774 OR
- THE KALISPELL JOB SERVICE, 427 1st AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM .

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised: 01/6/2021