

CITY OF CHATTANOOGA
Classification Specification Title: City Engineer

Department: Public Works

Pay Grade: GS.23

Supervision Received From: Chief Operating Officer

FLSA Status: Exempt

Supervisory Responsibility For: Asst. City Engineer, Dir.

Established: 6/29/07

**Land Development, Inventory Coordinator, Engineering
Coordinator, Manager Water Quality**

**Revision Dates: 9/05/24;
10/20/23; 3/27/12**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for design and construction of all public infrastructures and management of all public rights-of-way. Duties include directing and managing the daily operations of the Engineering Division; communicating and coordinating with other City departments and divisions and outside professional associations regarding infrastructure; providing information, guidance and assistance on technical matters and serving as the City's chief engineer. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The City Engineer is the second level of a two-level engineering management series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises division staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Directs, plans, and manages engineering design, inspection, construction and construction management activities to construct public infrastructure and public facilities for applicable Public Works divisions and other internal departments. Directs, plans and manages the creation of new technical models to map areas subject to flooding and to model pollution in area creeks and streams.

Oversees the administration, management and completion of Federally-funded projects.

Serves as a representative for the Division, Department and/or City; serves as a liaison to external agencies; represents the City at a variety of meetings, public events, training sessions, on committees and/or other related events.

Creates, prepares, modifies, reviews and recommends changes to the City code, subdivision regulations and administrative policies; reviews and comments on proposed regulations

impacting the City's public infrastructure and associated operational requirements; reviews proposed modifications to City regulations with external groups in the regulated community to receive input.

Originates resolutions and ordinances for Council action including contracts, abandonment or temporary use of public rights-of-way and changes to the City code.

Prepares and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Prepares, directs and oversees the management and administration of capital improvement budgets and projects which includes determining appropriate actions related to project schedule and/or budget deviations; facilitating meetings with the project team; prioritizing capital improvement projects; establishing financial controls to adequately monitor expenditures on large projects and/or performing other related activities.

Serves as a subject matter expert in litigation involving the City.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil Engineering and ten (10) years of experience that includes design, construction and management of civil engineering projects, and five (5) years supervisory experience; or any combination of equivalent experience and education.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

Professional Engineer License

Professional Engineer License must be issued in the State of Tennessee

Valid Tennessee Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of leadership principles; advanced civil engineering principles; budgeting principles; project management principles; structural design and analysis principles and practices; municipal government services and operational structures; structural engineering design principles;

construction methods and applicable Federal, State and Local laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; directing and coordinating the operations of a multi-faceted division; developing plans and specifications; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; developing and administering budgets; reading and interpreting a variety of technical plans, drawings and/or other related documents; comprehending and analyzing engineering documents; preparing technical analysis reports; managing projects; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employee.