

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	City Engineer	DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director	EXEMPT:	Yes
SALARY RANGE:	\$128,135 - \$179,388		

SUMMARY

This is highly-responsible work in planning, designing, managing, and coordinating a variety of engineering, capital improvement, and operations projects throughout the City of Black Hawk. This position includes capital improvement project contract administration and coordination, review of utility improvement and private development projects, and long-range planning activities. Work is performed with latitude for independent judgment and action and is reviewed by the Director of Public Works through observation, conferences, reports, and achievement of desired objectives.

SUPERVISION RECEIVED AND EXERCISED

Direction provided by the Public Works Director. Works closely with and provides direction and supervision to Public Works, Engineering, and GIS personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administer design, service, and construction contracts for City infrastructure and building projects.
- Review/negotiate consultant and contractor change orders, pay requests, and invoices.
- Schedule/attend project meetings during design and construction.
- Prepare and negotiate revisions to agreements, MOUs, and contracts.
- Manage and coordinate with City consultants.
- Develop and manage the budget for capital improvement projects.
- Design small capital improvement projects.
- Manage multiple design, development, and construction projects at any given time.
- Review project plans and specifications for conformance to City ordinances and accepted engineering practice.
- Perform development review, provide comments, coordinate, inspect, and provide approval of public improvements designed and constructed by developers.
- Coordinate project design and construction with other City staff, residents, businesses, utility providers, state agencies, federal agencies, municipalities, and districts.
- Review floodplains and assist with floodplain management.
- Respond promptly and effectively to inquiries from contractors, engineers, architects, residents, and property owners regarding project design and construction issues.
- Track and log all project costs, change orders, work schedules, and contractor payments.
- Report project status regularly to Public Works Director.
- Review submittals for Right-of-Way and Street Cut permits for conformance to City

ordinances and make approvals of the same.

- Present contracts, change orders, and other agreements at public meetings to gain City Council approval.
- Inspect projects and public improvements for conformance to plans, specifications, and City ordinances.
- Initiate surveys and design meetings for new project concepts.
- Develop cost estimates and schedules for capital projects.
- Develop specifications, standards, and guidelines
- Prepare and advertise requests for qualifications, proposals, and bid documents for capital improvement projects.
- Compile information regarding ownership of property easements and right-of-way.
- Supervise, train, assign work to, assist, and evaluate subordinate personnel.
- Expected to use judgment and initiative in developing work methods.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- May attend public meetings and other events occurring outside of normal work hours.
- Responsible for the acquisition and formatting of traffic counts on City, County, and State roadways.
- May perform engineering, planning, management, and coordination work on water projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of infrastructure, utilities, and capital improvement projects, including horizontal and vertical construction.
- Considerable knowledge of the principles and practices of civil engineering as it relates to Public Works and utility projects.
- Knowledge of materials, methods, equipment, and tools used in capital improvement project construction work.
- Knowledge of accepted inspection and documentation techniques.
- Knowledge of methods and procedures used to estimate construction project costs.
- Knowledge of water quality concerns as related to municipal operations, including the Safe Drinking Water Act, Superfund sites, Clean Water Act, and NPDES discharge permit regulations.
- Knowledge of CDPHE demolition permit applications and requirements.
- Knowledge of current computer applications, including AutoCad and GIS.
- Thorough understanding of City codes, ordinances, regulations, and standards governing construction, maintenance, and repair of public facilities.
- Organizational skills.
- Interpersonal skills, including the ability to respond tactfully and courteously to public inquiries and complaints.
- Ability to maintain accurate, up-to-date records.
- Ability to read and comprehend architectural and engineering plans, reports, and

specifications.

- Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.
- Ability to weigh differing viewpoints and collaboratively solve problems.
- Ability to conduct and evaluate technical studies and determine recommendations based on the information provided.
- Ability to make engineering computations and to design and/or evaluate a variety of Public Works and utility projects quickly and accurately.
- Ability to present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to chair project meetings and retain focus while coordinating with other staff, consultants, contractors, and the general public.
- Ability to effectively supervise, train, mentor, and direct subordinate personnel.
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, local business representatives, State and Federal officials, and other people contacted throughout a workday.
- Ability to efficiently comprehend and carry out oral and written instructions.
- Ability to work independently.

MATERIALS AND EQUIPMENT DIRECTLY USED

Personal computer, keyboard, telephone, cellular phone, facsimile machine, calculator, photocopier, survey equipment, and computer software programs. Will operate City vehicles.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This position involves both sedentary office work and trips to construction sites. The employee will be exposed to various weather conditions, noise levels, and construction activity. The position requires regular lifting and carrying of objects; walking, standing, and climbing; reading and interpreting information; and speech communication.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING

Graduation from an accredited college or university with major coursework in civil engineering or related field. Seven (7) years of increasingly responsible civil engineering design/review and/or construction experience required. Professional Engineer (P.E.) registration in the State of Colorado required. Project Management Professional (PMP) certification preferred.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Colorado driver's license and maintain a safe driving record for continued employment. Successful candidates will be required to complete a pre-placement physical and a substance screen prior to employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; talk and hear; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; and maneuver steep slopes and rough, undeveloped terrain. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is exposed to the use of a computer monitor for extended periods.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of this job description.

Signature: _____ **Date:** _____