



JOB POSTING

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HUTCHINSON

A CITY ON PURPOSE.

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Apply By: Friday, May 17, 2024

TITLE	CITY ENGINEER
DEPARTMENT	PUBLIC WORKS
SUPERVISED BY	DIRECTOR OF PUBLIC WORKS
SUMMARY	THIS IS A MANAGEMENT AND PROFESSIONAL ENGINEERING POSITION THAT DIRECTS THE ENGINEERING SERVICES FOR THE CITY (STREETS & ROADWAYS; CEMETERY; AIRPORT; WATER, WASTEWATER AND STORM WATER COLLECTION & DISTRIBUTION SYSTEMS; FLEET SERVICES; HATS FACILITY)

DUTIES AND RESPONSIBILITIES

The City Engineer directs the daily operations of the Engineering Department. The position shall report to the Director of Public Works. Specific job duties and responsibilities shall include:

1. Coordinates and supervises the planning, design, and construction of all public and private municipal infrastructure improvements for the City.
 - a. Coordinates the development of the five-year Capital Improvement Plan (CIP) with the Director of Public Works, the Public Works Manager, the Managers of Water/Wastewater Operations, the Project Environmental Regulatory Manager, and other City staff.
 - b. Coordinates the engineering review of all new development proposals.
 - c. Coordinates and directs staff and operations related to field investigations, cost analysis, public assessment hearings, right of entry and easement acquisitions, designs, construction, and cost estimates for all public improvements.
 - d. Recommends, manages, and evaluates consultants to provide expertise as needed. Oversees the operations of engineering consultant contracts for municipal infrastructure projects. Coordinates services with engineering department staff.
 - e. Manages and coordinates the design and field review of municipal infrastructure projects being developed privately. Reviews engineering plans and specifications for compliance with local, state, and federal requirements.
 - f. Oversees contractors to ensure projects are done as stated in contracts; projects to include but not limited to: preparing and/or approving studies, contract documents, plans and specifications, cost estimates, investigations, evaluations, reports, invoice approval, change orders, and other documents; and, approves and inspects the construction of engineering projects throughout the city.
 - g. Oversees the selection process for outside consultants, which includes: preparing requests for

proposal; evaluating proposals; negotiating contracts; recommending proposal awards; drafting and negotiating service agreements, and; performing other related duties.

h Manages and coordinates the Municipal State Aid system and other federal and state funding programs related to infrastructure construction or maintenance.

2 Provides management and professional direction, and performs other duties, in areas related to engineering.

a Collaborates with Planning Director and Public Works Director to develop Subdivision Agreements.

b Provides services for the Water and Wastewater Departments, including technical review of equipment, plant and system matters, regulations and operations. Coordinates utility maintenance and inventory control with the Managers of Water/Wastewater Operations.

c Provides engineering support services for economic development opportunities.

d Recommends appropriate technical training and continuing education for engineering staff to maintain certification.

e Coordinates Assessment Search activities.

f Attends Planning Commission meetings and activities, will be responsible for presenting information relevant to planning and zoning activities.

g Initiates and maintains working relationships with local, regional, and state agencies i.e. Mn/DOT, DNR, McLeod County, Mid-Minnesota Regional Development, etc.

h Initiates and maintains working relationships with local community organizations.

i Remains active in City Engineering related organizations.

j Coordinates engineering services with other City departments as necessary.

3 Coordinates with City Officials and Directors and other authorities concerning application of local, state, and federal ordinances, codes, rules and regulations.

4 Prepares and reviews annual budget request for Engineering Department in coordination with the Director of Public Works and other staff.

5 Prepares a variety of written reports, correspondence and special studies. Makes presentations to various officials, board commissions, and committees as required. Attends City Council and other meetings as required.

6 Performs related duties as required.

EQUIPMENT

Personal computer and related software. Printers, copier, telephone, cellular telephone and fax machine. GIS and CAD equipment, standard drafting tools, and survey equipment. City vehicles and mobile radios.

MINIMUM REQUIREMENTS

Bachelor's degree in Civil Engineering plus four (4) years of engineering experience in a municipal or related work environment.

DESIRABLE QUALIFICATIONS

Degree in Civil Engineering with additional specialized training in related areas (bridge maintenance, pavement management, etc.) and five (5) years or more of related experience. Thorough knowledge of engineering principles, practices and methods as applicable to a municipal setting. Ability to establish and maintain effective working relationships with staff, officials, and the public. Ability to be comfortable with extensive public contact and making community presentations. Organizational skills and ability to quickly prioritize under emergency conditions.

LICENSING/CERTIFICATION REQUIREMENTS

Registration as a Professional Engineer in the State of Minnesota and the ability to maintain certification or able to obtain within 6 months of employment. Valid Minnesota Driver’s License.

WORKING CONDITIONS

Exempt position. Indoor and some outdoor work. Work generally during normal hours of city operations with some evening meetings. Some on-site inspection of projects in progress. Unscheduled hours for emergencies or contingencies. Hybrid work environment may be considered.

2024 Wage: \$89,724.96 - \$119,641.60/year

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR MAINTENANCE POSITIONS: *City Engineer*

PHYSICAL DEMANDS

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 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 reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions 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.

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.