

CITY OF FERNLEY
Deputy City Engineer

Created:
FLSA Status: Exempt

Updated:
Pay Grade:

DEFINITION:

Under general supervision of the City Engineer, support the department including, but not limited to subdivision inspections, development plan review and approval; to review residential, commercial and industrial development projects for conformation with the City, State and Federal requirements; to develop engineering conditions in coordination with the planning department, to manage and supervise the consultants in the review and approval of developments and improvement projects, to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

This is a professional management position responsible for the broad spectrum of engineering functions; providing expert professional assistance to City Engineer and other City management staff on engineering matters, program planning, and operation of assigned functional areas, including professional civil engineering work and design for a variety of development and public works programs; oversees a wide range of engineering work in the review of designs, studies, and research in municipal utilities; provides highly responsible and complex administrative support to the Development Team and City Engineer and; represent the department on a variety of matters at the City, State, and National level.

ESSENTIAL FUNCITONS: *(Performance of these function is the reason the job exists. Employee may not be assigned all duties and assigned duties are not limited to the essential functions.)*

1. Prepares or examines engineering plans, specifications, design reports, cost estimates, bid proposals, land surveying data, and legal descriptions for a variety of construction and maintenance projects.
2. Represents the City in meetings with contractors, developers, and other agencies.
3. Provides engineering services and consultation to a variety of field and other personnel.
4. Prepares project-related studies, draft reports, recommendations, and correspondence for the City Manager, City Council, City Engineer and other departments or the public.
5. Makes oral presentations before the City Council, commissions, committees, community groups and boards of other governmental agencies.
6. Participates in the selection and monitoring of consultants and contractors.
7. Researches new materials and techniques and monitors current developments in civil engineering and Public Works practices.

8. Performs and approves contract administration activities; approves progress payments on contract construction projects; negotiates prices and prepares contract change orders within the Engineering Department.
9. Assist in supervising engineering staff and covers the department in the City Engineer's absence.
10. Review permits and applications prior to construction, monitor progress and timelines, and oversee quality assurance and quality control inspections during construction for residential, commercial and industrial land development projects.
11. Must be able to effectively communicate in a professional manner with staff, vendors, the public and the City Council.
12. Working at City facilities and in the field is an essential function of the job. Working from home is not conducive to performing the essential functions of the job.
13. Performs related duties and responsibilities as required and other duties assigned.

KNOWLEDGE, SKILLS AND ABILITIES: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

KNOWLEDGE OF:

- Principles and practices of civil engineering design, land development and construction;
- Principles and practices of roadway and utility design, development and construction;
- Administrative principles and practices, including goals and objectives development and work planning and organization;
- Principles and practices of contract administration, project management and evaluation;
- Theories, principles, techniques, mathematics and equipment used in public works construction and maintenance;
- Legal guidelines for public works engineering;
- Grant funding application and administration;
- City of Fernley Development Code and applicable Building and Planning Codes;
- Principles and practices of public works infrastructure asset management;
- City of Fernley Master Planning documents;
- Computer applications related to engineering analysis.

ABILITY TO:

- Prepare and evaluate engineering studies of small and large projects;
- Prepare complex plans, specifications and legal contracts;
- Perform difficult, technical research and analyze complex engineering problems, evaluate alternatives and recommend or adopt effective courses of action;
- Ensure land development projects conform with recognized City, State and Federal standards;
- Ensure capital improvement projects conform with recognized City, State and Federal standards;
- Prepare clear and concise reports, correspondence and other written materials;

- Exercise sound independent judgment within established guidelines;
- Establish and maintain effective relationships with those contacted in the course of work.

REQUIRED CERTIFICATIONS AND LICENSES:

Valid registration as a Professional Civil Engineer (P.E.) in the State of Nevada, or if registered in another state, the ability to obtain a Nevada registration within one year of employment.

Current and valid Nevada State Driver's License.

EXPERIENCE AND TRAINING: *(Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:)*

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field and five years of full-time professional engineering experience; OR an equivalent combination of education and experience.

Have at a minimum of one year of experience as a supervisor.

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 the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Frequent sitting, standing, and occasional walking on uneven construction sites, lifting manholes and storm drain covers. Position requires typing and writing. The employee must be able to give, receive, and understand written and oral instructions. Requires climbing into confined spaces, hearing, seeing, climbing stairs, and lifting up to 50lbs. Stamina to sit at a desk for prolonged periods of time. Visual stamina to view a computer monitor for long periods of time.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Standard office environment with some work in outdoor conditions, which can include wet, dusty, poor lighting, dirty, and noisy circumstances. Exposure to all types of weather. Some exposure to grease, dust, chemicals, and other potential health hazards.

EMPLOYEE'S ACKNOWLEDGMENT:

I acknowledge that I have read the above job description, understand it, and have received a copy for my records.

This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

Signature: _____ Date: _____

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