

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Public Works	DEPARTMENT NUMBER	260
REPORTS TO (TITLE)	Public Works Director	JOB FAMILY	Public Works
PAY GRADE	9	DATE OF LAST REVIEW	September 2024

<b>NATURE OF WORK</b>
<p>This is the 5<sup>th</sup> level within the Public Works family and the Civil Engineering series. The Assistant City Engineer is responsible for assisting with the overall planning, direction, and operation of the Engineering Department, including the planning, design, and construction of public works projects. The Assistant City Engineer works with other city departments, outside agencies, and citizens regarding engineering, construction, and related activities; and performs related duties as required.</p> <p>The Assistant City Engineer will serve as a backup to the City Engineer / Director of Public Works when needed.</p>

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Assists in planning, engineering, easements and right-of-way acquisitions, construction, inspections monitoring progress of capital improvement projects pertaining to streets, sewers, and the Water Pollution Control Facility.
2.	Develops, designs, and creates plans and specifications using AutoCad Civil 3D for the construction of streets, sidewalks, sanitary sewers, storm drainage systems, traffic facilities, and other public improvements.
3.	Provides technical supervision and guidance to engineering staff involved in design, drafting, specification writing, cost estimating, surveying, construction inspection, and other engineering activities connected with the construction of public improvements.
4.	Reviews plans and specifications drafted by others in the Engineering Department.
5.	Provides technical advice and recommendations by reviewing information, and estimates, and coordinates with consultants to develop budget, goals, and objectives.
6.	Reviews construction work processes; Supports Engineering Supervisor on technical issues and questions from contractors, inspectors, and consultants.
7.	Administers contracts for projects designed and inspected by consultants; completes paperwork such as pay requests, change orders, reimbursements, and closeout items for project documentation.
8	Oversees final inspection of construction projects and recommends final acceptance
9	Assists in preparing and delivering oral presentations at City Council, commissions and public meetings.

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

**SUPERVISORY RESPONSIBILITIES**

Assists with performance reviews, , job interviews, reward/discipline, etc. of regular, part-time and contract employees.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree from an accredited college or university with major work in civil, construction, or sanitary engineering or related field.

AND

Has passed the Fundamentals of Engineering exam

AND

One (1) year of field exposure to active construction projects.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

**LICENSING / SPECIAL REQUIREMENTS**

Has passed the Fundamentals of Engineering exam, and is on track to obtain a Professional Engineer's license issued by the State of Iowa within 4 years;

Valid driver's license.

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of basic technical engineering principle, practices, techniques and equipment;
- Read and understand the terminology and symbols used in survey notes, plans, aerials photographs and topographic maps to interpret data and information for use in design;
- Knowledge of hazards and safety requirements relative to the operations of the Engineering Department;
- Knowledge of street, alley, and sewer records;
- Knowledge of construction principles and practices;
- Arithmetic, algebra, geometry, and trigonometry;
- Project management;
- Problem solving;
- Modern office procedures and equipment;
- Recordkeeping principles;
- Monitors a budget;
- Judgement and decision making;
- Prioritizes and assigning work;
- Uses computers and related software applications;
- Maintains confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: standing, walking, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally. And/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Driving / Travel

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test

Personality

- Employee Personality Profile

Interview

**CLASSIFICATION HISTORY**

DATE	COMMENT
September 2024	Created job description

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.