

FLSA STATUS	Non-exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Engineering	DEPARTMENT NUMBER	260
REPORTS TO (TITLE)	Public Works Director	JOB FAMILY	Public Works
PAY GRADE	7	DATE OF LAST REVIEW	October 2024

NATURE OF WORK
The Engineering Supervisor is level four in the Public Works family and the Civil Engineering series. This position oversees and manages construction of public works projects; schedules staff; ; maintains relations with residents and contractors, and provides solutions that are in the best interest to the City. This position is involved in project design and development; and keeps the office running proficiently.

DUTIES / RESPONSIBILITIES <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.	Administers contract; completes paperwork such as pay requests, change orders and closeout items for project documentation; plans project schedules, assesses project requirements in terms of equipment, staffing and training of technicians;
2.	Determines cost estimates of projects and the assessable costs to individual property owners on special assessment projects; makes budget calculations;
3.	Use AutoCAD Civil 3D to create plans and specifications for public works projects.
4.	Compiles, codes, categorizes, calculates, tabulates, audits, or verifies information or data using detailed spreadsheets and forms. Analyzes survey reports, maps, drawings, blueprints, aerial photography, or other topographical or geologic data;
5.	Assigns, assists, and schedules the work of engineering staff; reviews, evaluates, and applies procedures for the timely completion of projects conducted by the Engineering Department; assists in the training of engineering staff.
6.	Coordinates and responds to citizen complaints and inquiries, utility companies, interdepartmental support; Is the first point of contact for contractors and Engineering Techs on issues that can't be resolved in the field; Supplies contractors and the general public with information relating to projects;
7.	Assists in the updating of records and ordinances.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of other regular employees.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

High School diploma or G.E.D. equivalent.

AND

Up to 1 year of technical training beyond high school.

AND

Five (5) years of direct engineering CADD design (Auto Cad preferred).

AND

Five (5) years of project management and/or supervisory experience.

OR

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

**LICENSING / SPECIAL REQUIREMENTS**

Iowa DOT certifications

Valid Driver's License

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of basic technical engineering principle, practices, techniques and equipment related to the planning, design, maintenance and construction of transportation and sewer facilities;
- Construction knowledge of carpentry, plumbing, concrete, electrical;
- Mechanical knowledge of machines and tools;
- Follow written and oral instructions to complete work assigned;
- Knowledge of design techniques, tools and principles involved in the production of precision technical plans, blueprints, drawings and models. CAD proficiency;
- 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;
- Time management;
- Mathematical skills;
- Reading comprehension;
- Critical thinking;
- Deductive reasoning;
- Prioritizing and assigning work;
- Computers and related software applications;
- 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

**CLASSIFICATION HISTORY**

DATE	COMMENT
August, 2023	Draft prepared by CHM
July 2024	Updated from department feedback by BC

**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.