



**CITY OF TAKOMA PARK, MD
CLASS SPECIFICATION**

CLASS TITLE: City Engineer
DEPARTMENT: Public Works
REPORTS TO: Director of Public Works
APPROVED:

SALARY GRADE: 37
FLSA STATUS: E
EEO CODE: 2
DATE: 10/2008

Human Resources Manager _____

Date _____

City Manager _____

Date _____

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under administrative direction, develops, plans, supervises and manages the City's civil engineering functions. The City Engineer provides professional engineering services either directly or through subordinate staff and/or professional services contracts to support the City's capital construction and maintenance programs and projects including streets, traffic engineering, storm water, public buildings, urban forests and parks.

CORE COMPETENCIES:

Customer Service: Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands all City services, maintains pleasant and professional image. Anticipates, monitors and meets the needs of internal and external customers and responds to them in an appropriate manner. Continually seeks to provide the highest quality service to all customers. Listens carefully when dealing with the public and communicates concern through tone of voice and by taking action to solve their problems in a timely manner. Complies with the City's Customer Service Policy, including 24-hour response time for telephone calls and e-mails. Explains departmental and City issues to the public in a manner that demonstrates interest and concern for their problems. Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.

Communication: Communicates well both verbally and in writing when required, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts. Keeps key employees informed regarding relevant information. Shares information with other members of the team to foster teamwork and to further attainment of the City's goals. Written and oral information is presented in a manner that projects a positive and professional image of the City.

Reports problems, concerns, issues that should be corrected. Readily shares information and ensures that team members are kept informed and up-to-date. Establishes team and individual accountability for goals, objectives and outcomes. Intervenes as necessary to identify and resolve conflict among team members. Makes conscious and deliberate efforts to build team spirit and identity.

Job Knowledge: Understands duties and responsibilities, has necessary technical skills, understands the City's mission/values, keeps job knowledge current. Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, including the understanding and application of technology where appropriate. Operates within the organization's formal and informal structures, builds allies and relationships across departments, uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, can sell projects and ideas across the organization. Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs. Prioritizes well and reacts to opportunities. Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

ROLE COMPETENCIES:

Budgets/Cost Control: Plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets and budget projections, tracks and adjusts budgets, contributes to budget planning. Prepares and submits budget within specified time constraints. Anticipates departmental operating and capital needs and budgets adequately for needed expenditures. Reports departmental expenditures within specified time constraints. Bills are submitted for payment on time. Completes and files all applicable reports related to grants, agenda items, etc. within specified deadlines. Anticipates long-term budgeting needs in manner that allows the City to anticipate and plan for sources of revenues for extraordinary future expenses. Controls expenditures to deliver department's services within agreed upon budget. Follows established procurement procedures in obtaining goods and services.

Decision Making/Judgment: Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others. Knows when to notify and/or involve the department head or the City Manager prior to making a decision.

Initiative: Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.

Negotiation Skills: Conducts positive negotiations, ability to compromise, handles conflict, seeks common ground, articulates own and others goals, stays focused on positive outcome.

Project Management: Establishes project goals, milestones, and procedures, defines roles and responsibilities, acquires project resources, coordinates projects throughout company, monitors project progress, manages multiple projects.

ESSENTIAL JOB FUNCTIONS:

Oversees the street improvement activities for the City including sidewalk and street repair, and right of way maintenance.

Monitors activity of utility companies such as PEPCO, WSSC, Cable Companies and Washington Gas; and acts as liaison with the same.

Advises and works with the Public Works Director to develop strategies and initiate public works projects which are submitted to the City Manager and then the City Council for review and approval.

Monitors contracts for various services, negotiates, evaluates effectiveness, determines best utilization of contractors to serve the needs of the department, residents and staff.

Develops and implements the City's storm water maintenance program.

Develops and recommends the annual storm water budget; monitors and administers approved budget.

Responds to complaints, questions and other calls from residents, and the general public; consults with stake holders on a continuing basis regarding community needs.

Attends citizen advisory group meetings, community association meetings and other community forums to develop and implement short and long term public works programs and projects and to respond to community concerns and requests for specific projects.

Provides program promotion and resident education related to City storm water.

Oversees implementation of Title 16 of the City Code, reviews storm water permit application for compliance with law, if approved forwards to administrative staff for processing; monitors compliance of permittees.

Meets regularly with the Public Works Director and upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Provide information to the City administration, also ensuring that the very best, complete and accurate information is made available to all.

Keep City administration informed of major activities and operations with particular sensitivity toward activities which have policy or community exposure implications, notify supervisor or City Manager at first indication that issue may have broader implications or potential for creating potential negative community reaction.

Represents the City to County, State and regional governmental bodies on related activities and projects.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Vehicle GIS & Archview software

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors' degree from an accredited four-year college or university in Engineering, Public Works Management or a related field.

Five or more years of progressively responsible civil engineering experience including a minimum of two years of capital project contract administration experience. Some local government civil engineering experience is preferred.

Any combination of education, training and experience which has provided the required knowledge, skills, and abilities to perform the essential functions of the job.

Possess and exemplify high moral professional standards and ethics with a background of complete integrity.

Licenses and Certifications:

Registration as a professional engineer is required. State of Maryland registration is required within one year of employment or as soon thereafter as is possible under the State's reciprocity requirements and process.

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil engineering, traffic engineering, capital project planning and finance, construction oversight and contract compliance.

Principles and practices of planning, finance, logistics, team building, delegation, organizational development, research, and data analysis.

Procurement procedures, contracts, payment procedures and requests for proposal process.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision and professional service contracting.

Methods and techniques of research, statistical analysis and report preparation.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Budgetary principles and practices.

Various computer software, such as, Corel WordPerfect, LOTUS, GIS and AutoCAD.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with staff, senior management, elected officials and citizens.

Researching, compiling, and summarizing a variety of informational and statistical data and materials, and preparing reports.

Being sensitive to the needs of a multi-cultural, multiethnic and economically diverse community.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodical and journals, technical procedures and government regulations.

Ability to comprehend and interpret codes and regulations.

Ability to speak effectively before public groups and respond to questions.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to comprehend and interpret codes and regulations.

Ability to develop complex reports and position papers.

Ability to establish and maintain effective working relationships with a variety of individuals.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, lift/or remove up to 25 pounds.

Working Conditions:

Work is generally performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust, as well as field work with exposure to dirt, noise, and equipment.

The incumbent's working conditions are typically moderately quiet to loud.

file: City Engineer

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.