

SENIOR ENGINEER

Deleted: ASSISTANT CITY ENGINEER

POSITION SUMMARY

This position is responsible for technical civil engineering and supervisory engineering work performing a variety of engineering tasks. Work is performed under the managerial direction of the City Engineer. Supervision is exercised over lower-level engineering support staff.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the City Engineer in administration and management of division activities.
- Serves as project manager on engineering capital improvement projects of larger complexity, spend, and risk; conducts field work, survey, research, preliminary and final design; determines construction quantities, writes proposals, prepares contract documents and right of way and easement descriptions, and estimates costs; coordinates project among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work
- Reviews and comments on development submittals.
- Reviews plans for a variety of capital improvement projects as listed below but not limited to: streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City ensure compliance with regulations and standards; reviews "as-built" plans submitted after construction is completed.
- Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, sidewalks, curbs, sewers, water mains, storm drains and the like; participates in public hearings, right of way acquisitions, finalizing plans, and drafting specifications.
- Drafts memos for City Commission consideration.
- Reviews and modifies various ordinances.
- Participates in master planning of infrastructure needs for the City.
- Implements department policies and assists in determining department policies and budgetary needs.
- Answers inquiries and complaints from the public regarding City of Dickinson infrastructure.
- Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.
- Performs other duties of a similar nature or level.

Deleted: Essential Duties: (May not include all of the duties performed.)¶

Deleted: <#>Acts as the Floodplain Administrator and main point of contact for drainage related collaboration with the Federal Emergency Management Agency¶
Serves as project manager on engineering capital improvement projects; conducts field work, survey, research, preliminary and final design; determines construction quantities, writes proposals, prepares contract documents and right of way and easement descriptions, and estimates costs; coordinates project among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work.¶

Deleted: <#>Performs inspections and maintains records on federal aid projects.¶

Knowledge, Skills and Abilities:

- Knowledge of professional engineering principles, practices and methods applied to public works construction.
- Knowledge of design principles, strength of materials, and stress analysis required in planning construction projects.
- Knowledge of suitable computer applications to engineering projects.
- Knowledge of construction standards and regulations.
- Knowledge of maps, deeds, plats and plans.

Deleted: <#>Serves as Acting City Engineer in the Absence of the City Engineer.¶

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SENIOR ENGINEER

- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
- Ability to prepare accurate plans, specifications, cost estimates and engineering reports.
- Ability to operate personal computers and computer aided drafting processes.
- Ability to maintain a variety of technical records and adapt records systems for computerization.
- Ability to make accurate engineering computations and drawings.
- Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.
- Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.
- Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Engineering
- 6 years of increasingly responsible experience with two years of supervisory responsibility

Special Requirements

- Valid Driver's License
- Must be a Licensed Professional Engineer with the ability to become licensed in the State of ND within 6-months of hire

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Requires prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Work may require routine travel.

Classification: Grade 22

FLSA: Exempt

Updated to new format: 04/22/23

Approved by CSC: 4/25/2013

Approved by City Commission: Reclassify Assistant City Engineer-Grade 19 to Senior Engineer-Grade 22

Deleted: ASSISTANT CITY ENGINEER

Deleted: Judgment/Decision Making:

Assists in developing strategic direction, goals, plans and policies for the engineering department.¶
Suggests broad objectives and is accountable for overall results in respective area of responsibility.¶
Authority to make independent decisions on matters of significance.¶
Requires a high degree of independent judgment and problem solving of complex problems.¶
Errors in judgment could jeopardize one or more areas of business.¶

RELATIONSHIPS:

Deleted: Leadership/Supervisory Responsibilities:

Will plan, organize, coordinate, assign and evaluate the work of support staff; provides counseling and training as needed. ¶
Makes disciplinary and hiring recommendations. ¶
Serves as Acting City Engineer in the Absence of the City Engineer.¶

Relations to Others:

Considerable and consistent contact with others in key positions within the community and state.¶
Is visible and engaged with the public, design professionals, other government agencies, and City of Dickinson staff across all departments. ¶
Requires advanced interpersonal and communication skills to establish and maintain internal and external relationships. ¶
Communication will include one-on-one, regular small group presentations and possibly large group (20+) presentations. ¶
Likely to be involved in media related activities; background work/information gathering. ¶
Offers suggestions to improve the activities of the department and the operation of the City in general. Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.¶

Deleted: SKILLS

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Deleted: <#>an equivalent combination of training and experience that would be expected to lead to registration as an Engineer in the State of North Dakota.experience in professional Civil Engineering or an equivalent combination of training and experience that would be expected to lead to registration as a Civil Engineer in the State of North Dakota.¶

Deleted: <#>Registration as an Engineer-in-Training in the State of North Dakota – at hire.¶
Must be a Licensed Professional Engineer in the State of ND within 2 years of meeting the requirements defined in the North Dakota Century Code for examination and licensure to take the Professional Engineer exam.¶

Deleted: Environment:

Deleted: Grade 19

Deleted: 4/22/23

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Updated: 4/30/2023 by Community Dev. Dir. Skluzacek, HR Nameniuk, [7/29/24](#) by

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