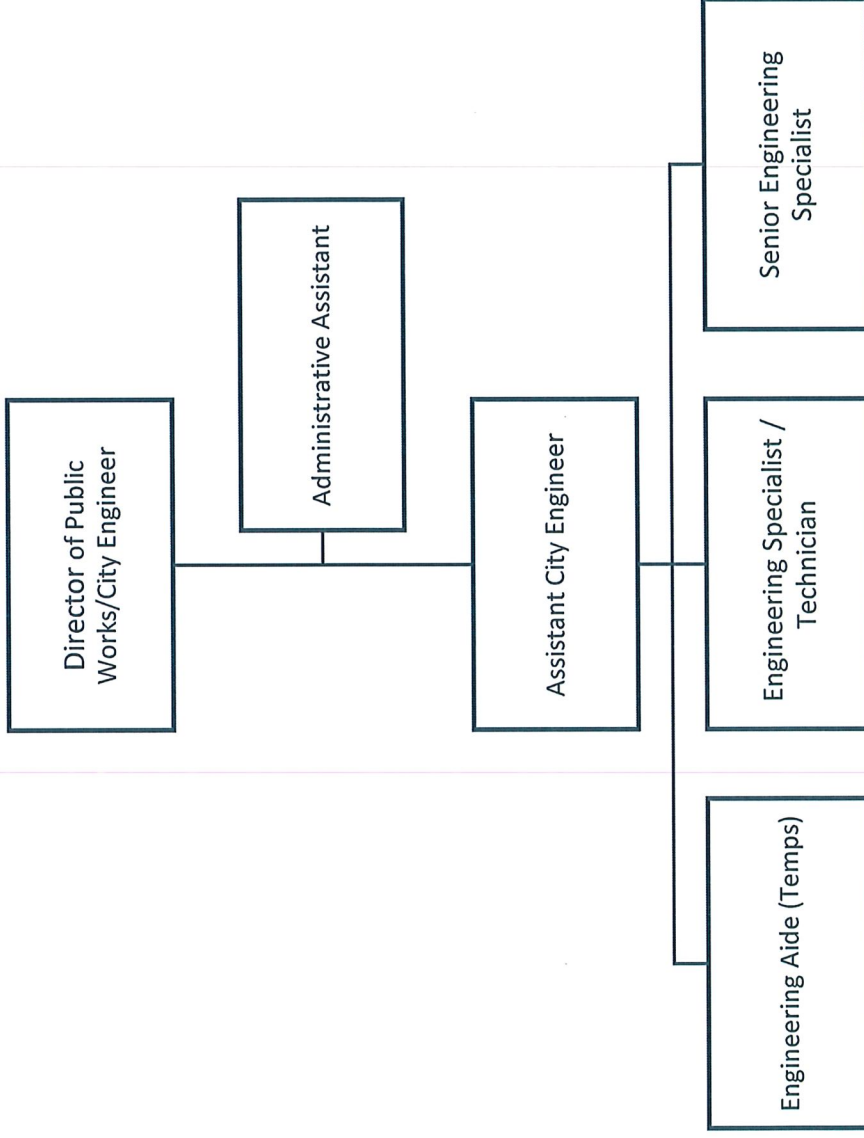
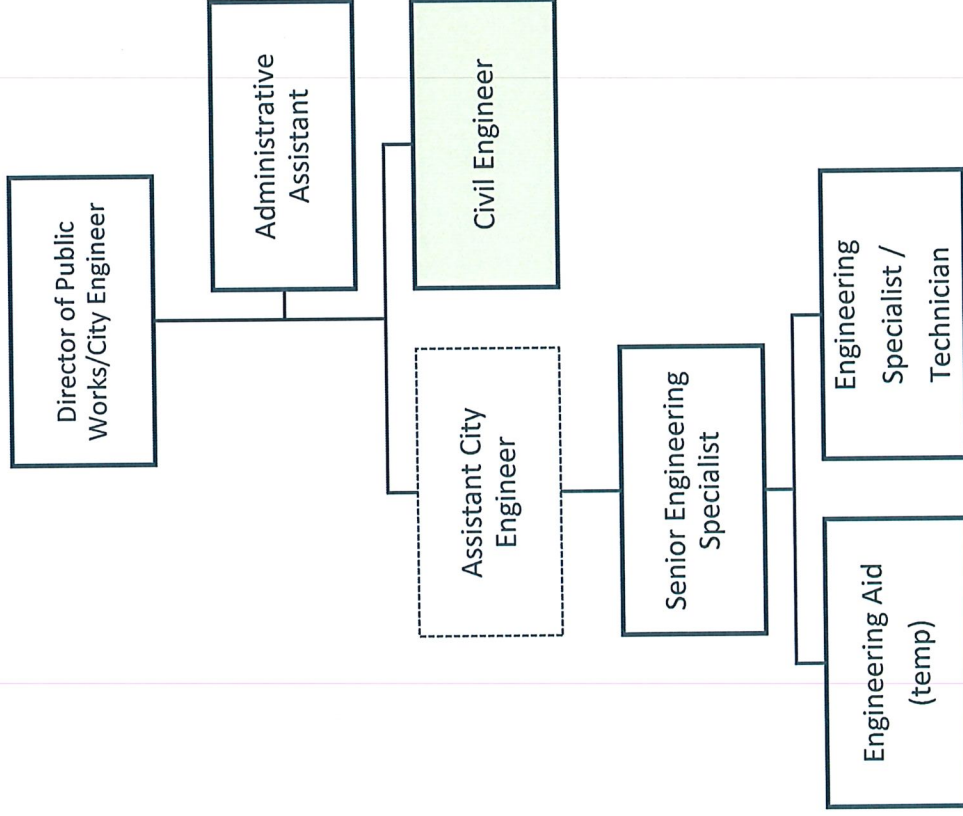


Organizational Chart—ENGINEERING-CURRENT



Organizational Chart—ENGINEERING-Proposed



CITY OF MARSHALL
Job Description

POSITION TITLE: Assistant City Engineer	DATE: April 2021
DIVISION: Public Works/Engineering	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Works/City Engineer	UNION STATUS: NA
	DBM: C44

SUMMARY OF POSITION

This position manages and oversees the programs and activities of the Engineering personnel; administer and manage city right of way permits, review and approve project plans, develop project specifications and bids, direct project inspection activities, contribute to the development and coordinate implementation of the City's capital improvement programs, assist the Director of Public Works/City Engineer with Public Works Division operations management and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and direct all Engineering personnel, contracted staff, and their activities.
 - a. Establish division goals and regularly monitor their implementation.
 - b. Provide oversight, planning, and direction for staff, and coaches and provides training for assigned employees.
 - c. Enforce City and Departmental policies and work rules.
 - d. Conduct employee performance evaluations and provide for training of employees. Evaluate and recommend employee training opportunities.
 - e. Research equipment, work processes, and procedures that improve staff performance.
 - f. Assist in hiring of permanent and temporary employees within the Department.
 - g. Establish and maintain a work environment to motivate employees and develop and maintain a proper level of employee discipline. Monitor employee performance and recommend discipline as necessary.
2. Provide management responsibility for all services and activities of the Engineering Department including capital improvements implementation, construction projects and inspections, plan review and contractual agreements.
 - a. Plan, manage, coordinate and oversee engineering design, contract administration, and construction oversight for capital improvement and maintenance projects, with emphasis on water and storm water utility projects. Review and evaluate work products, methods and procedures. Evaluate work progress and methods in order to ensure maximum efficiency. Ensure compliance with any additional requirements for State or Federal Aid funded projects.
 - b. Provide MnDOT with information concerning annual certification of mileage, annual bridge inspection, and annual needs information on State Aid streets.
 - c. Coordinate contracted services relating to assigned work areas, including consulting, oversight, and project review with designers and contractors.
 - d. Develop, review, and approve plans, specifications, designs and related documents, reports and studies for City projects. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - e. Prepare applications and exhibits for various Financial Aid solicitations.
 - f. Perform contract administration and project management using project management software. .
 - g. Oversee preparation of special assessment calculations, special assessments, and other detailed financial summaries.
 - h. Prepare reports for Director, City Administrator, and City Council as requested.
 - i. Manage review and approval of plans and specifications that require permitting from or coordination with the City. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - j. Provide outreach to project stakeholders relating to improvement projects through the use of effective communications and meetings.
3. Manage the development and implementation of the Engineering Departments' goals, objectives, policies, and procedures, and allocate resources to meet appropriate service levels.
 - a. Manage the development and implementation of the City's Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
 - b. Assist in developing operating and capital budgets, and maintain assigned work areas within established budgets.
 - c. Approve purchases and payroll within assigned work areas.
 - d. Evaluate needs for new facilities and equipment.
 - e. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and reporting relationships. Identify opportunities for improvement, and direct the implementation of changes to meet goals and objectives.

4. Provide responsible staff assistance to the Director of Public Works.
 - a. Prepare and present staff reports and other necessary correspondence.
 - b. Assist in developing, revising, and implementing Department programs, policies, and procedures.
 - c. Contributes in developing the City's Capital Improvement Program.
 - d. Coordinate service delivery with Public Works maintenance divisions and other City departments. Confers with City staff and advises on construction, maintenance, and repair of infrastructure.
 - e. Provide innovative thinking and emphasizes the use of cost effective ideas to improve the productivity, safety, and performance of Public Works divisions.
 - f. Serve as liaison for the Engineering Department with other Public Works Departments, City departments, City Commissions, Marshall Municipal Utilities, outside agencies, and other stakeholders.
 - g. Provide information and support to others and coordinate work with other Departments and Divisions, other government agencies, contractors, and other stakeholders.
 - h. Respond to complaints, requests for service, and requests for information. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of concerns.
 - i. Negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
 - j. Assume the duties of the Director of Public Works/City Engineer in his/her absence.
5. Perform other duties as assigned.
6. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Contributes to coordination activities with Community Services, Public Safety, and other City departments through regular meetings and consultations.
2. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
3. Report on work activities with the City Council and applicable Commissions as may be required.
4. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
5. Perform other duties and assumes other responsibilities that are apparent or assigned.

MINIMUM QUALIFICATIONS

1. Possession of an active Professional Engineer License issued by the State of Minnesota in the Civil Engineering discipline or licensure from another state offering documented reciprocity, and five years of increasingly responsible professional civil engineering, project management, construction management, and/or infrastructure management experience.
2. Excellent technical reasoning and problem solving skills.
3. Ability to communicate effectively both orally and in written form.
4. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
5. Possess a valid Driver's License with a good driving history.
6. Successfully complete and pass a thorough criminal background check and reference check process.

DESIRABLE QUALIFICATIONS

1. Three years of supervisory responsibility of a technical and administrative staff.
2. Two years of experience in construction supervision and project management.
3. Experience in the use of computer-aided design software and extensions for civil engineering design.
4. Experience in the use of software for engineering design (e.g. hydraulic modeling software).
5. Experience in formal plan review.
6. Possession of specialty design certificates (e.g. Construction SWPPP) obtained through formal training.
7. Active involvement in professional organizations associated with the Engineering or Public Works fields.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating,

- permitting, engineering design, construction, and project budgeting and administration.
2. Relevant technical standards and resources and their application, including those developed by FHWA, AASHTO, MN/DOT, AWWA, CEAM, GLUMRB, EPA, and MPCA.
 3. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Systems for water distribution, sanitary sewer collection, stormwater drainage, and stormwater treatment and associated maintenance procedures.
 - c. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
 4. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
 5. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 6. Modern and complex principles and practices of program development and administration.
 7. Principles and practices of project management.
 8. Knowledge of the MnDOT Delegated Contract Process (DCP) for administration of Public Works construction projects that are fully or partially funded by State and Federal grants. Knowledge of State and Federal Aid requirements and process.
 9. Principles and techniques of construction cost analysis and estimates.
 10. Principles of business and technical letter writing and report preparation.
 11. Engineering and business tools, including computerized equipment and software.
 12. English usage, spelling, grammar and punctuation.
 13. Thorough understanding of personnel rules and regulations including principles of supervision, training and performance evaluation.
 14. Knowledge of teaching methods and ability to coach and mentor employees.
 15. Principles and practices of effective customer service and communication.

Skilled in:

1. Analysis, engineering design, project management, and project administration of infrastructure maintenance and improvement projects including utilities, drainage, stormwater management, roadways, signage, and facilities.
2. Technical reasoning and alternatives analysis.
3. Good decision making and judgment.
4. Application of supervisory and employee motivation techniques.
5. Communication of technical ideas to a wide variety of audiences.
6. Providing effective customer service.
7. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Manage the operations of a modern engineering services division.
2. Monitor and oversee multiple complex projects.
3. Coordinate and manage the work of professional and technical personnel.
4. Develop, review and document specifications for capital improvement projects.
5. Administer engineering and construction contracts.
6. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
7. Provide administrative and professional leadership and direction for the Engineering Department.
8. Select, supervise, train and evaluate staff.
9. Prepare clear and concise technical reports.
10. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Research, analyze and evaluate new service delivery methods, procedures and techniques to improve efficiency, safety, and service.
12. Operate various types of field equipment and instrumentation, and office equipment including computers and engineering-related software.
13. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
16. Deal with difficult situations and to bring positive resolutions to conflict.
17. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.

18. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, analyze and review complex specifications and plans, and demonstrate intellectual capabilities
19. Maintain physical condition to meet the activity requirements of the position.

SUPERVISION EXERCISED

Supervision of Engineering staff, including Senior Engineering Specialist, Engineering Specialists, Engineering Technicians, and Engineering Aides.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works/City Engineer.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

CITY OF MARSHALL Job Description

POSITION TITLE: Civil Engineer	DATE: October 2022
DIVISION: Public Works/Engineering	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Works/City Engineer	UNION STATUS: NA
	DBM: C41

SUMMARY OF POSITION

The primary objective of this position is to coordinate various aspects of project development and construction activities associated with public improvement projects, development review, and right-of-way management. This position is responsible to ensure conformance with City specifications, ordinances, and applicable state and federal laws. This position will regularly collaborate with other City departments, outside agencies, developers, consultants, contractors, and other engineers in the implementation of City projects. This position will provide responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with preparing, designing, and coordinating preliminary and final design for municipal capital improvement and infrastructure projects as assigned, including the preparation of feasibility reports, cost estimates, plans, specifications, advertisements for bids, contracts, acquisition of deeds and easements, project delivery (both developer and city led projects), construction management, detailed contract administration, as-built record plans, and project archiving.
2. Reviews construction plans and specifications for developer-installed public improvements including grading, drainage and erosion control, streets, sidewalks and trails, sanitary sewer, water distribution, and storm sewer for conformance with City standards, specifications, and policies.
3. Assist with overseeing contract construction activities and perform field inspections on public roadway, sanitary sewer, storm sewer and water main construction and reconstruction projects, ensuring that the contractor conforms to specifications and plans. Work closely with developers, engineers, contractors, and property owners to address unique or unanticipated field issues.
4. Coordinate contracted services relating to assigned work area, including consulting, oversight, and project review with designers and contractors. Perform project management and contract administration using available software.
5. Responsible for field inspection and verification of compliance with construction documents for all active construction and reconstruction projects and grading permits.
6. Assist with the preparation of special assessment calculations, special assessments, and other detailed financial summaries.
7. Manage the Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
8. Represent the City at preconstruction, construction progress, and neighborhood meetings. Perform outreach to project stakeholders as needed or requested.
9. Serve as a liaison for the Engineering department with other city departments/staff, Marshall Municipal Utilities, City boards/commissions, outside agencies, and other stakeholders.
10. Collect and organize data and prepare reports to meet the Municipal State Aid and MnDOT reporting requirements (i.e., certification of mileage, annual bridge inspection, needs information, traffic volumes, etc.).
11. Under the direction of the Director of Public Works/City Engineer, assist in coordinating the assignment of personnel to provide the most efficient and effective operations with respect to seasonal demands and other variations in workload. Allocate resources as necessary to oversee and ensure conformance with City requirements.
12. Provides technical engineering advice and assistance to other city divisions, including mapping, drawing, and surveying.
13. Respond to requests for information, requests for service, and complaints relating to grading and drainage, existing and proposed public improvements, construction projects, and other related engineering work. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of issues.
14. Review and promptly resolve unanticipated and/or unique problems encountered; negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
15. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and equipment. Identify opportunities for improvement.
16. Prepare applications and exhibits for various financial aid solicitations, permits, and grants.
17. Prepare reports for the Director of Public Works/City Engineer, City Administrator, and City Council, as requested.
18. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
19. Provide responsible staff assistance to the Director of Public Works/City Engineer.

20. Contribute in the preparation and updating of the City's Capital Improvement Program.
21. Assist in developing operating and capital budgets.
22. Perform other duties as assigned or apparent.
23. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
2. Report on work activities with the City Council and applicable Commissions as may be required.

MINIMUM QUALIFICATIONS

1. Bachelors' degree in Civil Engineering, or closely related field, from an accredited engineering degree program.
2. Fundamentals of Engineering (FE) Certificate.
3. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
4. Possess a valid driver's license.

DESIRABLE QUALIFICATIONS

1. Work experience in municipal engineering.
2. Experience in the use of computer-aided design software and extensions for civil engineering design.
3. Experience with ESRI ArcMap.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating, permitting, engineering design, construction, and project budgeting and administration.
2. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
3. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
4. Principles and practices of project management.
5. Principles and techniques of construction cost analysis and estimates.
6. Principles of business and technical letter writing and report preparation.
7. Engineering and business tools, including computerized equipment and software.

Skilled in:

1. Technical reasoning, problem-solving, and alternatives analysis.
2. Good decision-making and judgment.
3. Communication of technical ideas to a wide variety of audiences.
4. Providing effective customer service.
5. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Develop, review and document specifications for capital improvement projects.
2. Administer engineering and construction contracts.
3. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
4. Prepare clear and concise technical reports.
5. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
6. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
7. Deal with difficult situations and to bring positive resolutions to conflict.
8. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.

9. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, and analyze and review complex specifications and plans.
10. Establish and maintain effective working relationships with coworkers, supervisors, and the public.
11. Communicate professionally and effectively, rendering prompt and courteous service, both orally and in writing.
12. Represent the organization to other agencies staff and citizens with a courteous, helpful, accurate, and business-like attitude in all forms of contact.
13. Read and comply with City and departmental policies and procedures.
14. Use safe working practices and recognize hazards or unsafe conditions in daily work.

SUPERVISION EXERCISED

No supervisory duties.

Under Supervisory direction, this position provides work direction to and coordination of engineering staff.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works/City Engineer.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

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