

City of Bluffton

Job Description

Job Title: City Engineer
Department: Municipal Utilities
Reports to: Mayor
FLSA Status: Nonexempt
Last HR Review: January 2024

Principal Function: The City Engineer is responsible for providing engineering services to various departments and overseeing outside engineering consulting firms under the direction of the Mayor.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Provide effective direction and management over key engineering functions including: infrastructure and utilities engineering, transportation engineering, construction management, and development review.
2. Manage, supervise and assist City staff in the planning, design, construction and maintenance of water and sewage systems, water and sewerage plants, drainage structures, transportation facilities and other public works.
3. Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.
4. Reviews and monitors contracts with consultants for design, inspection and/or testing of proposed/existing infrastructure projects. Supervises and/or conducts field review of contracted construction projects to ensure compliance with approved plans for subdivision improvements and site developments.
5. Ensure the effective coordination of work and project development between engineering/design components and the operations/maintenance components.
6. Supervises, prepares and reviews plans, specifications, designs, cost estimates and time schedules for special construction, alteration contracts and proposed maintenance or public works engineering projects.
7. Periodically collaborates and coordinates with County officials regarding bridge and major road construction projects within city limits. Meets and coordinates with state and local agencies concerning impact and coordination of various infrastructure projects, including transportation and utilities.
8. Oversees and coordinates new development projects with City Department Heads and Wells County Area Plan Commission. Reviews construction and subdivision plans for compliance with zoning codes, City Standards and interprets ordinances as required.
9. Certifies the size, capacities and installation of the sewage system, sewage disposal and water supply system.
10. Receive inquiries and complaints and directs to appropriate person or department. Provides follow-up as needed.
11. Conducts special studies and prepares reports on a variety of subjects and activities as basis for recommendations to Common Council, Board of Works or Mayor.
12. Makes recommendations for changes to the City Code as it relates to engineering and public works matters.

Supervisory Responsibilities: The City Engineer does not routinely have supervisory responsibility, but on an occasional or project specific basis, supervision may be exercised over subordinate personnel or employee and may act as group leader over an assigned activity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one’s emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for their own actions; Follows through on commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization’s goals and values; Benefits organization through activities; Supports affirmative action and respects diversity.

Education and Experience: Bachelor's degree (B.S.) in Civil Engineering from an accredited four-year college or university is required. A minimum of 8 years of experience in a governmental engineering department or in an engineering capacity that works closely with municipalities is required. Possession of a Professional Engineer’s (PE) license issued by the State of Indiana is desired.

Other Skills and Abilities: The following skills and abilities are either required for desired.

- Computer software skills required include: Microsoft Outlook, Word, Excel, and any other software related to profession.
- A working knowledge of report writing is required.
- The ability to multi-task and work in a fast-paced environment is required.
- The ability to attend meetings and seminars as requested is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine and other office equipment is required.
- The ability to speak, read and write in English is required.

Physical Demands: The physical demands described here are representative of those that 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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel, and reach with hands or arms; and talk or hear. The employee is frequently required to stand or walk. The employee is occasionally required to climb or balance, stoop, kneel; crouch or crawl; and taste and smell. The employee must frequently lift and or move up to 25 pounds.

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Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more, color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left or right while eyes are fixed at a given point), depth perception (three dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

While performing the duties of this job, the employee occasionally is exposed to working near moving mechanical parts; the risk of electrical shock when working with various types of equipment; and outdoor conditions. The noise level in the work environment is usually quiet to moderate.

While the offices of the City are open from 8:00 a. m. to 5:00 p. m., Monday through Friday, this position may require work beyond these hours and on weekends. It may also require the ability to drive from City Hall to other City buildings, job sites and/or City businesses on behalf of the Mayor. Thus, a valid driver's license will be required.