

CITY OF HELENA



Position Title: Civil Engineer - Transportation

Department: Public Works

Division: Engineering

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to plan, organize and supervise professional and technical engineering programs, especially in the area of municipal transportation, for the Engineering Services Division; to administer municipal infrastructure design, planning and budgeting; and to administer assigned construction projects. This position provides highly responsible assistance to the City Engineer in management of the division.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Transportation Engineering

This position supervises the development of and updates to the Greater Helena Transportation Plan (GHTP) including coordination with the Transportation Advisory Committee, Montana Department of Transportation (MDT), Non-Motorized Travel Advisory Council (NMTAC), Lewis & Clark County, School Districts and various public interest groups. The incumbent also supervises the TA grant programs and projects for enhancement of non-motorized transportation amenities; Local Agency Guidelines (LAG) certification with MDT; and the City's Traffic Calming Program. Additionally, the position advocates and implements transportation infrastructure improvements, motorized and non-motorized, as identified in the GHTP.

Civil Engineering

The incumbent supervises and participates in the preparation of plans, specifications, cost and quantity estimates, and bid documents for assigned public works construction projects; implements assigned municipal infrastructure projects by establishing specifications and contract documents for bidding and construction; and manages and oversees assigned consultant contracts, master plans and capital projects.. This position assists in directing, coordinating and reviewing the work plan for the Engineering Division; meets with staff to identify and resolve problems; assigns work activities and projects to other engineering staff; monitors work flow; and reviews and evaluates work products, methods and procedures. Additionally the incumbent participates in initial project planning and project public meetings; develops and updates comprehensive master plans for municipal infrastructure; develops and maintains design standards and criteria; creates and presents presentations to Commission, other City committees and public meetings; and assists in developing and implementing changes to the City Engineering Standards and City Code. The position also reviews public & private plans for conformance with Master Plan objectives; reviews subdivision, amended plat, annexation and conditional use permit requires ensuring compliance with city and state laws; and reviews developer extension and expansion of municipal infrastructure to assure compliance with established engineering principles and comprehensive plan requirements.

General

The position participates in all operational activities of the Engineering Division as needed or as assigned; participates in the selection, coordination, training, deficiency correction and discipline; and participates in development and implantation of division goals, objectives, policies, priorities, cost estimates, and budget preparation, implementation and monitoring. The position may also respond to and resolve difficult inquiries and complaints, coordinate assigned services and projects with other divisions or outside agencies; provide staff assistance to the City Engineer; attend and participate in professional groups; stay abreast of new trends and innovations in the engineering fields; and serve as City Engineer upon request

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Municipal Transportation Planning and Design including concepts of Complete Streets for use by both non-motorized and motorized transportation modes as well as aesthetic considerations.
- Operational characteristics, services, and activities of a comprehensive engineering, surveying, mapping, design, construction and inspection program.
- Engineering, surveying, mapping, design, construction and inspection principles and practices.
- Equipment and materials used in engineering, surveying, mapping, design, construction and inspection.
- Civil engineering principles, concepts, standards, and practices associated with public works programs and projects.
- Principles, practices, and methods utilized in preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal infrastructure and facilities.
- Occupational hazards and standard safety precautions necessary in the area of engineering construction.
- Principles of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record keeping and reporting.
- Safe driving principles and practices.

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- Manage and coordinate the work of professional and technical personnel and consultants involved in various engineering, surveying, mapping, design, construction and inspection activities.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Prepare and administer budgets.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, reach, crawl, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, outdoors, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of a Bachelor's degree from an accredited college with major coursework in civil engineering or a related field AND five years of responsible civil engineering experience, preferably in the area of municipal transportation. Supervisor experience is desired. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Possession of current license as a Professional Engineer and must maintain during employment. If license is out of state, a Montana license must be obtained within 6 months of hire.

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General direction from City Engineer

Supervision Exercised:

Direct supervision of assigned Engineering Technicians and/or Sr. Engineering Technicians

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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