

City of Osage Beach, Missouri

City Engineer

Summary

The City Engineer is responsible for planning, coordinating, and directing the day-to-day operations of the Engineering Department, and manages consultants and contractors in the designing and construction of City infrastructure and projects; provides technical support and assistance in the planning, development, review, estimating, bidding, and award of various professional service and construction projects; assists in the development and implementation of civil engineering plans, permits, standards and specifications; and, generates computer-aided design drawings for capital projects, including data entry, revision and correction of existing drawings, maps and records, as needed.

Position is Exempt (FLSA); Salaried & Ineligible for Overtime. Position may be filled at different salary levels dependent on knowledge, skills, and abilities. Entry Level Annual Salary: \$105,444; Intermediate to Senior Level Annual Salary: \$109,135 - \$115,988.

Competencies

- Professional / Inter-Personal Communications: Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Minimum Qualifications

- Licensure as a Professional Engineer (P.E.) in the State of Missouri; four (4) year college or university degree (accredited program), preferably in civil engineering or related field.
- Five (5) years of increasingly responsible experience in the Engineering field, professional management experience in civil engineering, with design skills in water, sewer, storm drainage, traffic/transportation, and other similar municipal infrastructure.
- Experience in construction management, grant writing and administration of projects, and/or land development.

Responsibilities & Duties

- Manage planning, design and construction projects to a defined schedule and budget.
- Manage consultants and contractors in the design and construction of City infrastructure projects.
- Prepare engineering designs and bid documents for City projects; reviews and evaluates, proposed projects; prepares reports and recommendation to superiors.

- Plan, direct, and coordinate the inspection of City and developers' construction projects to ensure compliance with approved engineering plans, as well as City Code, standards, and specifications.
- Evaluate infrastructure conditions and assist in prioritizing capital projects and identifying long term transportation needs.
- Prepare special studies and reports on a variety of subjects and activities as a basis for recommendations to City Administrator, the Mayor, and Board of Aldermen.
- Assist in preparation and administration of grants associated with capital improvements and infrastructure.
- Draft codes and regulations related to engineering and public street standards, subdivision construction standards, frontage improvements, right-of-way permits, and street lighting improvements.
- Decide on civil plan review procedures and interprets the application of street standards, design and engineering specifications; checks plan and specifications for accuracy of design and completeness. Interprets and applies relevant codes, policies, rules, and regulations.
- Maintain liaison with appropriate local, County, State, and Federal agencies regarding joint projects.
- Provide technical assistance to other staff, and assists in planning, engineering, and design work in support of municipal projects, land use, and building plan reviews.
- Monitor and interact in inter-governmental actions affecting the City of Osage Beach, as may be requested.
- Assist in the development and implementation of development and construction standards, street standards, capital and project planning, code enforcement, building site and subdivision development, environmental reviews, and development of program policies, goals and objectives.
- Ensure conformance to City plans and regulations through code enforcements strategies.
- Provide technical support to City staff and supervises consultants in preparation of projects plans, agreement, specification, cost estimates, and contract administration for capital projects.
- The City Engineer assists in project planning and cost estimation for City projects.
- The City Engineer is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the City's Mission Statement, in addition to these expectations, other duties and responsibilities may be assigned to the City Engineer.