



## City of Cloquet Job Description

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**POSITION:** Assistant City Engineer  
**DEPARTMENT:** Public Works-Engineering  
**REPORTS TO:** Director of Public Works/City Engineer

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### SUMMARY

Under the direction of the Director of Public Works/City Engineer the Assistant City Engineer performs complex analytical work in providing office and engineering support and field engineering support for environmental, parks, sewer & water, streets and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria.

### ESSENTIAL FUNCTIONS OF THE JOB

The following are typical illustrations of duties encompassed by the job, but are not an all-inclusive or limiting list of the duties required to perform this job. Other additional duties may be assigned.

#### Professional Engineering

Under the supervision of the Director of Public Works/City Engineer manages the day-to-day operations of the Engineering division through the following activities:

- Supervises design of State-Aid and Federal-Aid street improvement projects by participating in drafting of specifications, cost projections, and plans. Prepares and designs complex projects, reviews and advises subordinates on projects, and interprets specifications for subordinates.
- Ensures City projects design completion by participating in and directing others in activities of this nature. Participates in preliminary surveys of larger projects when requested, prepares project reports when necessary, writes specifications for City projects, and prepares cost estimates.
- Review preliminary and final plats, commercial site plans, preliminary utility plans, grading plans, construction plans, drawings, and specifications submitted by consultants, engineers and developers to determine whether they conform to City comprehensive plans, guidelines, policies, ordinances, and engineering standards.
- Assists in the evaluation of transportation and traffic impact of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.
- Provides technical engineering advice to other city departments. Advises staff concerning technical problems and other city departments concerning engineering projects.

- Prepares and documents budget requests; administers adopted budget in department
- Assists subordinates in performing duties, as needed
- Coordinates and/or undertakes the development or update of the city Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program and other plans involving the municipal infrastructure
- Determines applicable codes, regulations and requirements for assigned projects
- Coordinates the preparation of or develops engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants and the selection criteria
- Provides project management for the construction of the municipal public works projects
- Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project when applicable
- Coordinates the preparation of or develops, reviews and updates the sanitary sewer, water, storm drainage and street system maps, databases and comprehensive plans
- Prepares and administers the division budget in assigned area of responsibility
- Maintains the engineering library and infrastructure records
- Maintains city subdivision and public works standards
- Assures as-built records of projects and documents necessary changes for the operation and maintenance programs
- Responds to public or other inquiries relative to engineering procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and makes recommendations.
- Reviews utility permits, street use permits, franchise utility permits, etc.
- Maintains regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services
- Provides intersection signal and channelization design. Develops and maintains a pavement management system.
- Prepares technical reports as required for State and Federal governmental agencies
- Produce maps, charts, and drawings to support other departments

- Provides assistance to other City staff, contractors, and citizens regarding their concerns about utilities, property lines, City policies, procedures and codes and various other engineering issues. Assists with forming departmental policies.
- Provide oversight and management of City projects including inspections in private and public projects.
- Coordinate and attend bid openings and preconstruction meetings
- Prepares monthly pay estimates to contractors based on inspection information
- Performs preliminary and close out work on special assessments
- Ensure completion of improvements conducted by private developers as specified in development agreements
- Remain up-to-date on all specifications, regulations, codes, construction practices, and generally accepted engineering standards
- Facilitate and negotiate contracts and agreements with vendors and consultants for the benefit of the City.
- Provides project management and supervises and/or performs construction inspection and material testing on construction projects. Maintains all records and keeps a daily diary of construction work and the progress thereof on projects or delegates same.
- Determines contractors' conformance with design/construction specifications, standard practices and city policies.

**Lead efforts to fully utilize Geographic Information Services in support of departmental objectives.**

- Assist the Director of Public Works/City Engineer with the integration of our GIS system with the infrastructure as-builts
- Assist with efforts to coordinate the integration of other information including County base parcel data and building inspections/planning databases
- As system develops, assist in the preparation of assessment roles and administration of assessment process
- Ensure engineering information is adequately managed through files, record plans, and records management software
- Assist other departments with GIS needs

**Supervise the engineering technicians in their performance of tasks related to project design, management, inspection services, surveying, and maintenance of departmental files such as as-built construction plans and project files.**

- Determines work procedures, prepares work schedules and expedites workflow
- Issues written and oral instructions
- Assigns duties and examines work for exactness, neatness and conformance to policies and procedures
- Studies and standardizes procedures to improve efficiency of subordinates
- Maintains harmony among workers and resolves grievances
- Adjusts errors and resolves complaints
- Document and evaluate employee performance and assist with employee development

**Perform other duties as assigned at the verbal or written direction of the Director of Public Works /City Engineer and/or City Administrator including, but not limited to:**

- Prepare and present staff reports by attending and participating in meetings of the City Council, Boards, Commissions and Committees, as directed by the Director of Public Works/City Engineer
- Keep the Director of Public Works/City Engineer promptly informed of all matters of importance as they relate to public works, parks, and engineering inspections and recommend action where necessary
- Ensure interdepartmental cooperation on projects
- Development and maintenance of NPDES II Storm Water Permit and program
- Work with the Director of Public Works/City Engineer and other Public Works staff to assist with the day to day operations of the Street, Park and Utility Departments
- In the absence of the Director of Public Works/City Engineer, oversees and directs the operation of all Divisions and Offices of the Public Works Department.
- Performs related duties or responsibilities, as assigned or requested

**SUPERVISORY RESPONSIBILITIES**

Supervises and manages engineering technicians. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Coordinates these responsibilities with the Director of Public Works/City Engineer.

## **WORKING HOURS**

Normal working hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Frequent night meetings and additional work hours to complete the essential duties may also be required. Punctuality and minimal absences required.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 functions.

## **EQUIPMENT USED**

Requires use of a personal computer, CAD system, plotter, fax machine, telephone, calculator, copy machine, survey vehicle, two-way radio, survey equipment, various testing equipment, and various hand tools that may be required from time-to-time.

## **EDUCATION AND/OR EXPERIENCE**

Bachelor of Science Degree in Civil Engineering from an accredited college or university. Eligible to take the Professional Engineer's (PE) Examination within two years of hire and successfully obtain PE license within 18 months of eligibility. Two to Four years civil engineering experience, preferably with a municipal government and with supervisory and technical engineering responsibilities. Experience in working with computers and knowledge of hardware and software, particularly GIS and CADD systems.

## **LANGUAGE SKILLS**

Ability to read, write, analyze, and interpret complex documents including and technical manuals, specifications, contract documents, development agreements, legislation, statutes, legal descriptions, deeds, easements, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively communicate with elected officials and members of the public utilizing both written and verbal skills. Ability to make public presentations and be able to explain complicated construction projects in a non-technical manner.

## **MATHEMATICAL SKILLS**

Ability to make complex mathematical computations to include trigonometry, calculus, differential equations, statistics, physics, statistics and fluid mechanics with the use of both English and Metric units.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Experience in conflict resolution and effective team development.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of engineering principles, technical terms and construction practices as applicable to municipal setting.

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher) or Adobe and software applications including AutoCAD, Arcview, GIS, and related systems.

Understanding of the Municipal State Aid Street program and related funding.

Knowledge of State and Federal regulations applicable to public water and wastewater supplies, transportation issues and public employment.

Experience in the preparation and presentation of budgets as well as monitoring of expenditures.

Ability to work effectively with professional consulting engineering firms.

Ability to provide direction and guidelines to employees.

Ability to communicate effectively orally and in writing with employees, consultants, other governmental agencies, city officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports; ability to prepare, organize and maintain engineering field and office data, reports, and systems; ability to effectively communicate complex technical information.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS**

- PE (Civil Engineering) registration in the State of Minnesota (Eligibility to take exam within 2 years of hire and successfully obtain PE license within 18 months of eligibility)
- Minnesota Class D Driver's license
- Ability to obtain University of MN Stormwater Design of SWPPP certification

## **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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The

employee is occasionally required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to stand, walk, climb, balance, stoop, kneel, crouch, lift or crawl. Hand-eye coordination is necessary to operate drafting instruments, computers and various other equipment. The employee must be able to lift and/or move up to 50 pounds and must occasionally lift and/or move up to 100 pounds.

The employee occasionally works in outside weather conditions, including extreme heat and cold. The employee occasionally works near moving machinery and mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The employee is occasionally required to work in confined spaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The noise level in the environment is usually quiet when in the office and can be very loud when on site.

The noise level in the work environment is usually moderate.