



JOB DESCRIPTION

JOB TITLE:	City Engineer
DEPARTMENT:	Administration
CLASS TYPE:	Administrator
REPORTS TO:	City Manager
FLSA/STATUS:	Regular/Full-time, Exempt

Reporting to the City Manager, the City Engineer provides day-to-day leadership to and managerial oversight to assist in design, development, implementation, and analysis of multiple technical and engineering-related tasks in various assignments within the City. The ideal candidate will serve as engineering Project Manager on consultant engineering, architectural design, and plan and plat reviews. The City Engineer designs internal projects which include project layout, review, comments, specification preparation, bidding, and construction. It will be important for the person selected to quickly establish positive, trusting, and productive relationships with the City Council, City Management Team, other City employees, developers and other construction related personnel.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Participates as a critical member of the City Manager's Executive Management Team.
- Review and provide comments on subdivision plats, construction and developments plans in compliance with capital improvement needs and appropriate local standards, codes, ordinances, and accepted practices.
- Compiles the submissions on existing and proposed infrastructure system projects regarding location, size, and or depth of proposed water, sewer, and storm drain lines streets/ thoroughfare alignment and roadway width, for compliance with established codes, ordinances, policies and procedures.
- Coordinates all activities associated with the coordination and performance of flood plains administration duties in accordance with local ordinances.
- Serves as engineering Construction Manager in construction of infrastructure and facilities. Assist with the preparation of documents for City Council and Planning and Zoning meetings.
- Assist with the preparation of various reports for the City Manager and Management Team.
- Perform other duties as specified by the City Manager, Director of Community Development, City Planner, City Charter, or the laws of the State of Texas.
- Actively participates in professional associations in order to remain current in law changes and practice of job responsibilities.
- Ability to manage and prioritize multiple projects; ability to work independently and collaborative in nature.
- Be expected to enter office with a sense of urgency and focus on meeting the high expectations of the City of Forest Hill.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Engineer principles and practices; applicable local, state and Federal statutes, rules, codes, regulations, requirements, City of Forest Hill's policies and procedures, and other governing documents.
- Knowledge of the principles and practices of civil engineering, particularly with the design, construction, and maintenance of public works and various construction projects. Experience in land development including grading, drainage, street and utility design preferred.
- Manage and monitor work performance of projects including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
- Has responsibility for budgetary recommendations to City Manager.
- Skill in operating a computer utilizing a variety of software applications.
- Skill in reading, interpreting, and analyzing the concepts and principles of engineering.
- Ability to communicate effectively in oral and written format with individuals and groups internal and external to the organization.
- Knowledge and skill in the use of computer software such as Auto-Cad and/or Micro-Paver, Bluebeam, Arc GIS preferred.
- Ability to provide excellent customer service with all stakeholders.
- Performs other duties as assigned or required.

REQUIRED TRAINING, LICENSE, CERTIFICATION, AND EXPERIENCE

In addition to finance and accounting skills, the incoming Professional Engineer must also have a bachelor's degree from an accredited college or university in Civil Engineering. Municipal City Engineer experience preferred. A minimum of five (5) years of progressive experience. Local government experience is preferred. Experience as a City Engineer in a small city or Engineer in a larger city is also preferred. The starting salary will be based on qualifications and experience.

OR

State of Texas City Engineering (PE) License or PE License in another state with the ability to obtain a Texas PE License within 6 months of employment.

Valid Class "C" driver's license. Must have and maintain a good driving record in accordance with the driving standards as established by the City of Forest Hill. Must report all traffic citations to the City Manager within two working days of receipt.

Good standing member of the American Public Works Association preferred.

The City of Forest Hill
Announces Recruitment for

City Engineer

Salary – DOQ

The Position

The City of Forest Hill is seeking an individual to serve as City Engineer. This is a highly responsible analytical position.

Requirements

- Identify and monitor the city's long and short-term engineering objectives.
- Provide ad hoc and regularly scheduled reports.
- Respond regarding the city's engineering related projects, status reports, goals and objectives; reviews and recommends strategies as needed.
- Compiles the submissions of departmental budget requests.
- Prepare City Manager, Mayor, City Council and others in understanding and developing engineering documents.
- Reviews requests and checks figures and submissions for accuracy;
- Prepares and performs simple routine engineering designs contracts and bids for the bid process; monitors expenditures; reviews purchases and requests for purchases for compliance with established purchasing requirements, policies and procedures.
- Ability to work with city staff, developers and construction personnel in gathering and presenting requested information/documentation as needed.

Minimum Education & Experience

- A Bachelor's degree in Engineering.
- State of Texas City Engineering (PE) License or PE License in another state with the ability to obtain a Texas PE License within 6 months of employment.
- Municipal City Engineer experience preferred. A minimum of seven (5) years of progressive experience. Local government experience is preferred. Experience as a City Engineer in a small city or Engineer in a larger city is also preferred.

BENEFITS

TMRS Retirement, 7% 2:1, medical, dental, vision, vacation, sick , holiday

Send resume with application to:
Human Resource Director
City of Forest Hill
3219 California Parkway
Forest Hill, Texas 76119

The City of Forest Hill is an EEO/AA employer
Position is open until filled
Applications may be downloaded from www.foresthilltx.org