CITY OF BLACK HAWK
2020 Job Description

JOB TITLE: Civil Engineer                      DEPARTMENT: Public Work
REPORTS TO: Public Works Director             EXEMPT: Yes
SALARY RANGE: $81,367 - $105,777 / Annual
HIRING RANGE: $81,367 - $93,572 / Annual

SUMMARY
This is highly responsible work in planning, managing, and coordinating a variety of capital improvement projects throughout the City of Black Hawk. This position includes capital improvement project contract administration and coordination, review of utility improvement, and private development projects. Work is reviewed by the City Engineer and Director of Public Works through observation, conferences, reports, and achievement of desired objectives.

SUPERVISORY RESPONSIBILITIES
- None

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Manage design, service, and construction contracts for City, infrastructure, and building projects.
- Schedule and attend regular project meetings during design and construction
- Review and track all contractor and consultant invoices, pay applications and change orders
- Reviews plans, specifications, and contract documents for conformance to City standards, ordinances, propriety, adequacy, and accuracy and accepted engineering practice.
- Manage Consultants and assists with the management of feasibility studies and proper permitting.
- Assist with developing the Public Works annual and 5-year Capital Improvement Projects budget.
- Prepare and advertise requests for qualifications, proposals, and bid documents for capital improvement projects
- Develop cost estimates and schedules for capital improvement projects
- Manage multiple design, development, and construction projects at any given time
- Coordinate consultant selection, and write requests for proposals and contract administration. Oversees construction bids, review bids, and manages the construction contracts for City.
- Answers inquiries regarding projects and other engineering matters, prepares staff reports, requests for Board of Aldermen action memos, and similar periodic reports.
- Design of small projects
- Coordinate project design and construction with City staff, residents, businesses, utility
providers, state agencies, federal agencies, municipalities, and districts.

- Respond effectively to inquiries and complaints from the public, contractors, engineers, architects, residents, and property owners regarding project design and construction issues.
- Report project status regularly to the City Engineer and Public Works Director.
- Review submittals, Right-of-Way and Street Cut permits, and other permits for conformance to City ordinances and make approvals of same.
- Inspect projects and public improvements for conformance to plans, specifications, and City ordinances and standards.
- Review floodplains and assist with floodplain management
- Initiate surveys and design meetings for new project concepts.
- Compile information regarding ownership of property easements and right of way.
- Expected to use judgment and initiative in developing work methods.
- Prepares written reports and memoranda. Carry out related administrative duties as assigned
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of infrastructure, utilities, construction, capital improvement projects, and roadway maintenance
- Knowledge of the principles and practices of civil engineering as it relates to Public Works and utility projects
- Knowledge of materials, methods, equipment, and tools used in capital improvement project construction work.
- Knowledge of accepted inspection and documentation techniques
- Knowledge of methods and procedures used to estimate construction project costs.
- Knowledge of CDPHE demolition permit applications and requirements
- Ability to conduct and evaluate engineering and technical studies and analysis on various programs to determine recommendations based on the information received.
- Ability to gain a thorough understanding of City codes, ordinances, regulations, and standards governing public utility facilities construction, maintenance, and repair.
- Ability to make public presentations, present ideas, data, and reports clearly and concisely both verbally and in written form.
- Ability to weigh differing viewpoints and collaboratively solve problems
- Ability to establish and maintain effective working relationships with supervisors, employees, consultants, contractors, State and Federal officials, and other people contacted in the course of a workday.
- Ability to gain knowledge of water quality concerns as related to municipal Public Works and Utilities operations, including the Safe Drinking Water Act, and its amendments; NEPA. RCRA Super Fund; Clean Water Act; NPDES; CERCLA; and discharge permit regulations.
- Ability to make difficult engineering computations and to design a variety of standard and complex Public Works and Utilities projects quickly and accurately.
Knowledge of current and innovative computer applications is desired, such as word processing, spreadsheets, AutoCaD, GIS, and water distribution modeling.

Ability to chair project meetings and keep focused when coordinating with other staff, engineers, contractors, and the public.

Organizational skills

Ability to maintain accurate and up to date records.

Ability to read, comprehend, and interpret plans, diagrams, specifications, and construction drawings.

Ability to understand and carry out oral and written instructions.

Ability to adhere to project schedules and budgets.

Ability to present a professional, courteous, competent image that will reflect well on the Department and the City.

Ability to work independently in the absence of supervision.

Ability to communicate both verbally and through written reports and documents that accurately summarize complex technical issues clearly, concisely, and in a manner that can be understood by the general public, elected officials, and staff.

MATERIAL AND EQUIPMENT DIRECTLY USED

Personal computer, keyboards, telephone, cellular phone, facsimile machines, calculator, photocopier, survey equipment, and computer software programs, radios. Will operate City vehicles.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This position involves both sedentary office work and trips to construction areas. Exposure to various weather conditions, noise levels, and a variety of construction activities. Occasional lifting and carrying of objects; some walking, standing, and climbing; vision for reading and interpreting information; speech communication.

EDUCATION, EXPERIENCE AND FORMAL TRAINING

Graduation from an accredited college or university with major coursework in civil engineering or related field. Five (5) years of increasingly responsible civil engineering design/review and or construction experience. Professional Engineer (P.E.) registration in the State of Colorado. Project Management Professional (PMP) certification encouraged.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Colorado driver’s license and maintain a safe driving record for continued employment. Successful candidates will be required to complete a pre-placement physical and a substance screen prior to employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 sit; use hands and fingers, talk or hear, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, and maneuver steep slopes and rough undeveloped terrain. The employee is regularly required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is exposed to the use of a computer monitor for extended periods of time.

COMMENTS
The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the Immigration Reform and Control Act, it is the City’s intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature: ___________________________ Date: ___________________