

City of Manchester

Job Description

Job Title: City Engineer

Department: Community Development and Zoning(Codes)

Reports to: Community Development and Zoning Director

Prepared by: Brittany Fiske

Prepared Date: 5/27/2025

Approved by: BOMA(6/3/2025)

Description:

The City of Manchester, Tennessee is seeking a highly motivated professional for the position of **City Engineer**. This position must demonstrate an exemplary customer service approach to internal and external stakeholders and have a strong commitment to public service. This is a skilled, full-time position under the direct supervision of the Director. This employee participates in the review of land development (residential, and commercial) projects, infrastructure projects, and provides general engineering support to the Community Development and Zoning (Codes)Department, and other departments. Duties and responsibilities include providing technical expertise in areas of construction problems, floodplain and drainage issues; overseeing new development work; performing site inspections and estimating project costs; project management; and providing information to the public.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this classification. While this is intended to be an accurate reflection of the current job, the city reserves the right to revise the job. Other duties may be required and assigned.

- Performs site inspections of infrastructure systems for compliance with municipal regulations.
- Coordinates new development construction with existing developments.
- Coordinates construction activities with departmental maintenance activities and with other governmental agencies.

- Provides some project management services for Capital Improvement Projects.
- Receives various documentation (project plans/documents/studies, site plans/plats, drainage calculations, water/sewer capacity calculations, architectural drawings, grading permits, excavation permits, etc.).
- Reviews, recommends, and/or approves; responds/forwards as appropriate.
- Responds to citizen/customer complaints and requests, to include providing information, researching problems, implementing solutions, etc.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals.
- Answers the telephone; provides information.
- Returns calls as necessary.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer or tablet.
- Copies and distributes correspondence, letters, memoranda and other related materials.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Attends and provides as needed commentary at Board of Mayor and Aldermen (BOMA), Planning Commission (P/C) and Board of Zoning Appeals (BOZA) meetings
- Provides support and guidance for the formation, planning, permitting, design, construction, and inspection of city infrastructure projects.
- Prepares, reviews, and presents reports, various management and information updates, and reports on special projects to the BOMA, as well as various boards and committees.
- Makes recommendations regarding expenditures, revenues, and purchases; researches and reviews outside funding opportunities to support the budget and provide additional resources for the City projects.
- Prepares Request for Proposals (RFPs) for technical and professional services.
- Will consult and collaborate with various personnel on proposed developments within the City. May review plans, and offer Engineering solutions to complex technical issues.
- Provides technical support and professional advice to the Director, City staff, Department heads, developers, residents, landowners, business owners, and other agencies.

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Performs other duties as assigned

Must possess practical and verifiable knowledge of Civil Engineering principles, practices, and construction management. Will interface with Federal, State, and local agencies as well as contractors and other surrounding municipalities.

Required Knowledge and Abilities:

- Ability to interpret and apply federal, state, and local policies, procedures, laws and regulations.
- Ability to manage and prioritize multiple projects; ability to work independently and collaborative in nature.
- Ability to independently operate standard office equipment, computers, etc.
- Ability to take oral and written instructions.
- Ability to respond to inquiries from the public and members of the business community both effectively and professionally, while providing excellence in customer service.
- Working knowledge of modern office practices and procedures.
- Ability to read and interpret simple plans and maps, including tax maps.
- Knowledge of and experience in municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations.
- Knowledge and experience in long term planning.
- Knowledge of construction techniques involving streets, sewers, etc.
- Knowledge and experience in executing operations management principles.
- Knowledge of the policies, procedures, and activities of relevant City and Public Works Department practices
- Knowledge of Development Services Department and design/construction practices as necessary in the completion of daily responsibilities.

- Ability to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department.
- Knowledge of Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Knowledge of the methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Knowledge of the principles and practices of management and supervision.
- Knowledge of GIS software.

Work environment/Physical Demands:

While performing this job, the employee is occasionally required to sit and frequently talk or hear. The employee is frequently required to walk, stand, with occasional climbing, balancing, stooping. The employee must also frequently use hands to operate, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work is mostly performed indoors in a comfortable, climate- controlled office environment. However, this employee will also frequently work in the field, which may include inclement weather conditions. The noise level is moderate to high with a fast-paced schedule that requires interaction with the general public, elected officials, and other department heads.

QUALIFICATIONS

- Bachelor's Degree in Civil Engineering or related field required, with two to four years of experience in the practice of municipal civil engineering, general construction, water and sewer system construction, stormwater drainage, roadway construction, estimating, and development plans review; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid Tennessee licensure as a Professional Engineer preferred