

CITY OF SHELBYVILLE
CITY ENGINEER

DEFINITION

The City of Shelbyville, 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 general supervision of the City Manager or designee. This employee participates in the review of land development (residential, and non-residential) projects, infrastructure projects, and provides general engineering support to the Planning and Community Development Department, Public Works, Building and Codes, and other departments. Duties and responsibilities include providing technical expertise in areas of construction problems, floodplain and drainage issues, Traffic Impact Studies; overseeing new development work; performing site inspections and estimating project costs; project management; and providing information to the public.

WAGE & BENEFITS

This is a full-time, exempt position with an annual salary range of \$72,000.00 - \$85,000.00 per year.

The City currently provides the following benefits for full-time employees:

100% City paid individual medical, dental & vision insurance benefits. Long-term disability insurance, life insurance, various paid leaves, such as, vacation, personal, sick, bereavement and holidays as well as City contributions to a 401(k).

ESSENTIAL DUTIES & 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 position, the city reserves the right to revise the job. Other duties may be assigned as deemed necessary.

- 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 project management services for Capital Improvement Projects, and coordinates with other departments and agencies as necessary.
- Receives various documentation (project plans/documents/studies, site plans/plats, drainage calculations, water/sewer capacity calculations, architectural drawings, grading permits, excavation permits, Traffic Studies, etc.). for review, comments and approval.
- 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.
- Communicates via telephone, email, and text messaging, to respond and provide needed information, and updates to City staff, Department Directors, developers, residents, landowners, business owners, and other agencies 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 directed commentary at Mayor and City Council, Planning Commission (P/C), Pre-Planning Committee meetings, and as necessary Board of Zoning Appeals (BZA) 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 as directed to the Mayor & City Council, 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.
- 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, traffic studies, etc.
- 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 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.

MINIMUM 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 required.
- Must possess a valid driver's license through the State of Tennessee.
- Successful completion of pre-employment physical, drug test, and background check.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of City Engineer (FT) for the City of Shelbyville describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined with or without accommodation?

Yes _____ No _____

Signature

Date