

**CLEARFIELD, CITY OF (UT)**  
**invites applications for the position of:**



**Public Works Deputy Director/City Engineer**

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**SALARY:** \$3,357.60 - \$3,793.60 Biweekly

**OPENING DATE:** 09/04/19

**CLOSING DATE:** 09/18/19 10:59 PM

**GENERAL PURPOSE:**

Performs a variety of professional, administrative and managerial duties related to assisting with the planning, organizing, coordinating, and directing the implementation and operation of the multiple public work maintenance divisions including streets, storm water, water, sanitary sewer, fleet, contract engineering, capital improvements, floodplain management and grant administration. The position will also perform a variety of professional, technical and complex duties as needed to assist in coordinating and participating in the design, development and construction of City infrastructure; serves as an engineering project leader or manager in performing administrative and technical functions.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Public Works Director.

SUPERVISION EXERCISED

May provide general guidance and direction to departmental employees through superintendents. Provides supervision on various citywide projects. Additionally oversees engineering projects/services provided by various contractors and provide oversight to smaller projects that may be designed and constructed in-house.

**EXAMPLES OF DUTIES:**

Assists department director in the preparation and development of department budget; prepares projections of department needs related to personnel, equipment and materials; predicts growth on existing systems, analyzes cost; formulates and implements plans for maintenance and development, requisition for the purchase of major equipment, supplies, and materials used for construction, maintenance and repair of street system, water system, sewer system, storm drainage system and fleet system; prepares product and equipment specifications for bid and RFP's; monitors expenditures to assure compliance with spending guidelines.

Assists with the general management and supervision of department personnel; performs analytical review of department policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures; participates in recruitment interviews and selection process; evaluates employee performance, disciplines as necessary; organizes and conducts department meetings; orients division superintendents and foreman to project details, specifications, budget, standards, methods and deadlines. Assist and participate in the development, implementation and monitoring the department goals and objectives.

Works with the Public Works Director and other division managers in developing and revising capital facility plans and long range strategies to accommodate for growth and maintenance of the street, culinary water, sanitary sewer, storm drain systems and of the city fleet.

Oversees the traffic engineering function of the city and act as the city's traffic engineer.

Represents the department at various meetings, seminars, workshops, etc.; receives instruction related to laws, regulation and guidelines related to safety, OSHA, EPA, State and Federal requirements; assists in public relations activities; public meetings and hearings as needed.

Coordinates projects related to all aspects of Public Works that may include research, data analysis, reporting writing, and presentations; perform as project manager on various capital improvement projects; coordinates with contractors; appraises director of costs, budget and related issues; assures project schedules are achieved; conducts project observations; appraises contractors and appropriate public works personnel of compliance issues; negotiates for corrective actions and/or issues corrective orders.

Coordinates with Development Review Engineer, for the review of commercial and residential project plans and construction drawings during development review process; insures compliance with codes and standards; screens for traffic, utility and drainage issues, right-of-way access issues and special requirements (annexations, zone changes, conditional use permits, etc.) as needed.

- Coordinates with the Planning Staff, and the Building Official to ensure duties are completed in accordance with approved levels of service and in coordination with project schedules.
- Attends pre-construction meetings, on-site progress meetings, and project acceptance meetings to communicate requirements with developers and contractors through all phases of work.

Coordinates with Building Official or Storm Water Manager with the management of the storm water management program for the city; coordinates related storm water requirements with Building Official or designated Storm Water Manager. Prepare and submit various studies such as the Water Engineering Study and other water usage reporting required by the state.

Provide technical expertise in planning for parks, open space and trails systems; identify specific strategic projects to enhance the character and livability of Clearfield City.

Assists with various aspects of preliminary and final construction plans and specifications for minor street, water, sewer, and storm drainage capital improvement projects for the city; and may coordinate with the City's consultant engineers on the design and specifications for larger street, utility and other capital projects; makes complex engineering calculations, requiring math skills; performs field inspections for compliance with City standards.

Assists with and coordinates a variety of operations and activities undertaken by the City related to infrastructure analysis and public works systems; coordinates project priorities; helps to prepare engineering reviews and reports cost estimates for proposed projects and developments; completes preliminary design of utility systems; aids in establishing City master plan for various utility systems.

Assists with various aspects of project management and scheduling; insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion; monitors and coordinates the progress of developments and projects; reviews project site plans to determine compliance with established policies, rules, regulations, ordinances, etc.; performs periodic inspections to assure compliance with material specifications and work quality.

Serves as Acting Director in the absence of the Public Works Director.

Must be willing to respond to emergency calls.

Promotes and follows the City's vision statement, values, and expectations.

Performs other duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

- Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering or a closely related field.
- Registered as a Professional Engineer, valid in the State of Utah.
- A minimum of eight (8) years previous professional civil engineering experience.

### **Special Qualifications**

- Must possess a valid Utah Driver's License and meet the requirements of the city's Motor Vehicle policy.

## **ADDITIONAL QUALIFICATIONS/INFORMATION:**

### **Essential Functions, Knowledge, Skills, and Abilities:**

Working knowledge of computerized engineering systems and instruments (CAD) and related peripheral equipment; traffic signal equipment and controls; use of a variety of technical engineering equipment and drafting tools; some knowledge of political, legal and governmental processes affecting various engineering program and project management, software applications and basic programming related to

specific engineering software; civil engineering methods, principles and practices; construction methods and materials common to public works projects; building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills; the use of a variety of technical engineering equipment.

**Work Environment:**

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, lifting, reaching, etc. Periodic exposure to changing weather conditions and seasonal elements. Talking, hearing, lifting and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Occasional exposure to high work places, volatile materials, and toxic materials. Strength of arms, hands, legs and back required in the performance of essential functions. Periodic travel required in course of performing portions of job functions.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.jobs.clearfieldcity.org>

Position #092019-802  
PUBLIC WORKS DEPUTY DIRECTOR/CITY ENGINEER  
RM

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