

ASSISTANT CITY ENGINEER

General Statement of Duties: Performs responsible professional engineering work of administrative nature; does related work as required.

Distinguishing Features of the Class: The work in this class involves supervision of the engineering staff in planning and designing streets, storm and sanitary sewer facilities and other public works construction, and directing, supervising and inspecting the work of survey parties and construction crews. Assignments are usually broad in scope and require considerable judgment, initiative and professional knowledge and involve responsibility for making technical decisions on engineering problems. General supervision is received from the City Engineer through consultations, review of reports and evaluation of work accomplishments. The Assistant City Engineer shall act as the City Engineer in his absence.

Examples of Work: (Illustrative Only)

- Directs professional, sub professional and other employees in the investigation, development, design and construction of a variety of public works projects;
- Gives professional engineering advise and confers with department heads and private contractors;
- Serves as City Engineer in his absence;
- Acts as project engineer in developing plans for municipal improvements;
- Supervises construction of street improvements;
- Reviews and approves plans and specifications for construction contracts;
- Confers with, advises and supervises inspectors of construction projects;
- Handles complaints from citizens;
- Supervises and prepares reports;
- Resolves departmental problems;
- Checks proposed buildings for structural soundness;
- Assists the Building Inspector in interpreting the Zoning Ordinance and Building Code and receives and processes applications for Certificate of Occupancy;
- Supervises the issuing of permits and assists with problems that arise;
- Writes specifications and orders equipment for and coordinates and supervises the installation and/or repair of public facilities including City Hall maintenance;
- Writes and checks specifications for new equipment;
- Attends meetings and conferences as required;
- Oversees upon sale/rental inspections;
- Performs surveys for road and sewer projects;
- Provides interpretation and direction to the public regarding City Codes and Ordinances;
- Enforces and performs inspections for Building Codes, Zoning Ordinance and Property Maintenance Code.

Required Knowledge, Skills and Abilities: Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects; thorough knowledge of land and engineering survey systems, methods and techniques; thorough knowledge of construction materials and of approved standards of safety as related to structural designs and specifications; ability to instruct subordinate engineering personnel in proper work methods and standards in design and construction of a variety of public works projects; good physical condition.

Requirements:

- Bachelors Degree in related field required
- Professional Engineer certification required
- Registered as a Building Official, Plan Reviewer, and Building Inspector with the Michigan Department of Labor or ability to become registered.