

WORTHINGTON CITY COUNCIL

ADDENDUM

**7:00 P.M., Monday, February 22, 2021
City Hall Council Chambers**

CASE ITEMS

F.6. CITY COUNCIL BUSINESS - ADMINISTRATION (WHITE)

**APPROVAL OF POSITION GUIDELINES AND SALARY GRADE;
AUTHORIZATION TO ADVERTISE FOR DIRECTOR OF ENGINEERING AND
PUBLIC WORKS**

Administration is requesting authorization for the creation of the above staff position that may be filled to further our ability to serve our constituents. The position guidelines, essential duties and salary grade is included as *Exhibit 4*.

Council action is requested.

CITY OF WORTHINGTON
POSITION GUIDELINES

**JOB TITLE: Director of Engineering and
Public Works**

CLASSIFICATION: Exempt-11

DIVISION: Engineering

DATE APPROVED:

SUMMARY

Plans and directs all engineering activities to provide timely and effective support for City, Public Works and Public Utilities operations and improvements. Provides overall supervision and coordination of city engineering staff.

Provides direction and assistance to all engineering, public works, public utilities and community development projects and future development consistent with goals and objective developed and approved by the City Council and other commissions and boards which may be involved.

ACCOUNTABILITIES:

Reports to: City Administrator

Coordinates with: Public Works Superintendent
General Manager Worthington Public Utilities
Water Superintendent
Wastewater Superintendent
Electric Superintendent
Finance Director
Assistant City Administrator/Director of Economic Development
Building and Zoning Official
County Engineer

Supervises: Public Works Superintendent
Assistant City Engineer
Assessment Accountant
Administrative Secretary

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides management and administrative supervision for the Engineering and Public Works Departments. Responsible for team building and professional development of department employees including Public Works Superintendent, Assistant City Engineer, Parks Supervisor, Street Supervisor, engineering technicians, GIS technician and Assessment Accountant. This includes assisting

in the selection of subordinate employees and conducting annual performance reviews.

2. Plans, directs or reviews the engineering design and development of construction documents for municipal improvements including the industrial waste water facility, storm sewer, sanitary sewer systems, streets, water mains, airport facilities, buildings, flood control projects and bridges. Schedules work in line with funding, priorities and available schedule. In coordination with the Public Works Superintendent, prepares and maintains the City's Pavement Management Plan. Ensures that work is technically proper, and follows up with field work and solves any field problems.
3. Provides technical engineering advice to all city divisions and departments and assists with preparing the 5-year Capital Improvement Program. Works with divisions and departments on engineering needs, development of specifications, resolution of engineering problems or conflicts, etc.
4. Manages the Municipal State Aid System, Storm Water Management Program, Storm Water Permit (MS4), Airport and Federal projects including record keeping, adherence to applicable regulations, and preparation of required reports and organization of financial accounts.
5. Reviews plans and specification for construction contracts. Works with consultants, contractors, and various outside agencies and makes appropriate engineering recommendations.
6. Monitors all approved projects to ensure they are effectively coordinated and completed on schedule.
7. Assures that all federal and state grant programs and other funding possibilities are researched and evaluated to ensure their benefit potential for the City.
8. Serves as project manager on construction grant programs.
9. Works with the Community Development, Economic Development and Planning & Zoning staff for coordination of development and engineering activities.
10. Responsible for investigation and approval of vendors and contractors to ensure their compliance with equal opportunity laws.
11. Works with the Airport Manager on engineering and facilities of the municipal airport.
12. Prepares or oversees the Engineering and Public Works departmental budgets and submits to the City Administrator and Finance Director for incorporation into the

overall annual city budget.

13. Keeps City Administrator abreast of current projects, budgets and status of CIP.
14. Responsible for environmental regulatory matters including NPDES permitting.
15. Responsible for public improvement assessment procedures in compliance with statutory and local requirements. Calculates assessments, supervise the Assessment Accountant and coordinates with Finance Director on the status of outstanding assessments.
16. Administers the Storm Water Regulations and prepares Storm Water Utility rates.
17. Administers sanitary sewer regulations and works with the Public Utilities General Manager in preparation of user rates.
18. Prepares street lighting rates and works with the Public Utilities General Manager and Electric Superintendent in planning lighting improvements.
19. Manages Right-of-Way utilization and easement permitting.
20. Interacts with the public through meetings, site visits, receiving and acting upon complaints and maintaining availability to citizens when necessary.
21. Serves on and attends meetings of various boards, commissions and committees as assigned.
22. Responsible within the Engineering and Public Works departments for the administration and maintenance of the City's program for compliance of the employee Right to Know law.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

Attends seminars and workshops related to or relevant to the duties of the position.

EQUIPMENT:

Motorized vehicles, computers, survey equipment, office equipment including copy machine, fax machine, calculators, blue-print machine and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. 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 use hands to finger, handle, feel or operate objects, or controls; reach with hands and arms. The employee frequently is required to sit for long periods of time; and at times is required to walk (often on an irregular surface), stand, climb, crouch, stoop, talk and hear.

The employee may be required to lift/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works an 8-hour day in an office setting, occasionally outdoors inspecting projects.

The noise level in the work environment will vary from quiet to extreme.

JOB REQUIREMENTS:

1. Minimum Qualifications
 - Education: Bachelor's Degree in Civil Engineering or related field.
 - Experience: Five years as a Municipal Engineer or Public Works Director

2. Desirable Education and Experience
 - Education: Master's Degree in Civil Engineering or related field.
 - Experience: Eight years as a Municipal Engineer or Public Works Director

3. Certification Required
 - State of Minnesota Licensed Professional Engineer or the ability to obtain.
 - Must have and maintain a valid Driver's License.