

CITY OF THOMASVILLE
GENERAL GOVERNMENT - POSITION DESCRIPTION

Position: **Assistant City Engineer**
Department: **Engineering**
Reports To: **City Engineer**
Date Revised: **January 2020**

Position Summary:

Position assists City Engineer providing management and leadership for the Engineering Department. Independently applies extensive and diversified knowledge of principles and practices in broad areas of assignments and related fields while working closely with the City Engineer and other staff members in the design and construction management of a wide range of municipal projects. This position will be responsible for major projects and multiple projects of moderate scope with complex features.

Essential Duties:

- Share and demonstrate professional and ethical responsibilities and the organizational values of teamwork, respect, integrity, innovation, and service.
- Design and review complete project documents for conformity and quality assurance.
- Develop new techniques and/or improve processes related to GIS, work orders, and project delivery.
- Assist upper level management and staff as a technical specialist or advisor.
- Supervise assigned staff and consultants.
- Provide engineering guidance to other departments and citizens.
- Review and approve scopes, budgets, and schedules for assignments.
- Prepare requests for professional services or funding for engineering projects and programs.
- Receive supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters.
- Interact with public, public officials, contractors, and other departments.
- Represent the City in communications pertaining to broad aspects of engineering assignments.
- Attends project meetings and present engineering assignments.
- Present ideas in an understandable manner to both technical and non-technical persons.
- Perform other duties assigned by the City Engineer

Knowledge, skills and abilities:

- Knowledge of Civil Engineering professional practices and ethical responsibilities.
- Knowledge of Municipal, Public Works and Utility engineering and construction standard techniques and procedures.

- Thorough knowledge of Local, State, and Federal laws, regulations and policies related to planning, developing, construction, and maintenance of Municipal Public Works.
- Ability to plan and program engineering work on both a long and short term basis.
- Possesses advanced oral and written communication skills.
- Ability to work in team settings.
- Ability to supervise through subordinates a wide variety of activities at numerous sites and locations.
- Ability to build and maintain effective working relationships with associates, public, other departments, and other agencies.
- Graduate from a four (4) year accredited Engineering School, masters degree or additional training preferred.
- Possess at least 8 years of progressive responsible professional Engineering experience, along with administrative experience in Municipal Engineering or closely related work.
- Registered as a Professional Engineer (Civil) in the State of Georgia, or able to obtain the same within 6 months.
- Must have a valid driver's license

Physical/Environmental Requirements

The environmental working conditions of this position include working inside and very frequently being subjected to low noise. Occasionally, employee works outside with exposure to hazardous machinery, electrical hazards, wet surroundings, loud noise, high/low temperatures and dust or fumes.

Mental stress or pressure for this position is constant.

Limitations and Disclaimer

The above job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.