

CITY OF FRANKLIN
Job Description

Job Title: City Engineer

Department: Engineering

Reports To: Mayor

Salary Level: 13

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Manager

Prepared Date: August 2024

Approved By: Common Council

Approved Date:

Summary:

Plan, develop, coordinate, and direct large-scale engineering and public works projects. Direct the day-to-day operation of the Engineering Department. Collaborate closely with the Public Works Superintendent and the Sewer and Water Superintendent on projects within those departments. Work directly with the Mayor, Common Council, and other elected officials on regional policies relative to Milwaukee County, MMSD, SEWRPC, the State Departments of DNR and DOT, and other governmental and private agencies.

Essential Duties and Responsibilities:

In a supervisory capacity, is responsible for all segments of the engineering program with extensive and diversified engineering requirements, including the design of streets, sewers, water mains, stormwater, and all other infrastructure, and meets with affected citizens and city officials.

In a supervisory capacity, is responsible for all development and infrastructure planning and construction within the City, including reviewing plans and specifications for all public facilities serving development and preparing an annual street reconstruction program.

Works closely with the Superintendent of Sewer and Water to plan and coordinate with the Board of Water Commissioners.

As a city representative, you would serve in several inter-community organizations and committees, maintaining extensive contact with key engineers and officials of other organizations and committees and representing the city in establishing state, regional, and multi-community policies.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Follow all City policies and procedures as determined by the Common Council.

Peripheral Duties:

Assist in planning and zoning.

Serve on various committees.

Minimum Qualifications:**Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a Master's Degree in Public or Business Administration, Registered Professional Engineer required, seven (7) years of civil engineering or managerial experience, with supervisory responsibility in a functionally similar position, or any equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

Extensive knowledge of basic civil engineering skills as they relate to municipal engineering.

Working knowledge of the City's water and sanitary systems, including the mechanical equipment for water utility and SCADA control systems.

Ability to formulate, initiate, and administer policies and procedures affecting the Engineering Department.

Ability to plan, delegate, evaluate, and supervise personnel in a manner that will gain respect.

Ability to assess and evaluate employee performance and conduct annual performance appraisals on all employees.

Ability to maintain effective and respective work relationships with other departments, other appointed officials, elected officials, and the general public.

Ability to present and communicate ideas and concepts in public and private, verbally and in writing, including presenting programs.

Ability to communicate with the Common Council and numerous Boards and Commissions.

Ability to make independent judgments that have critical impacts on the organization.

Supervision Received:

Works under the broad policy guidance and direction of the Mayor.

Supervision Exercised:

Exercises supervision over the Engineering department personnel.

Responsibility for Public Contact:

Daily contact requires courtesy, discretion, and sound judgment.

Licensing and Certification:

Registered Professional Engineer required.

Tools and Equipment Used:

Computer use includes word processing, spreadsheets, engineering software, and GIS software, as well as a copy machine, a fax machine, a calculator, and a telephone.

Physical Demands:

The physical demands described here represent those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

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

The work is performed mostly in office settings. Some outdoor work is required to inspect various land use developments, construction sites, or public works.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, electrical shock risks, and vibration.

The noise level in the work environment is usually quiet to moderate.

The duties listed above 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, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.