

If you have the needed qualifications, please submit a resume @ www.bellevue.net .
This position will be posted until the position has been filled.

This position is subject to a veterans' preference.

**CITY OF BELLEVUE
JOB DESCRIPTION**

Unclassified

Salary Range(monthly) \$7,353 - \$10,057

POSITION TITLE: Manager of Engineering Services

REPORTS TO: Public Works Director

SUPERVISES: Public Works Engineer I & II, Public Works Inspector, CADD Technician

PURPOSE OF POSITION:

The position is equivalent to that of City Engineer and is responsible for planning, organizing, performing and supervising technical engineering related work for city departments.

ESSENTIAL FUNCTIONS:

Performs technical engineering assignments, including, but not limited to, preparation of preliminary design, final project plans, specifications and cost estimates for pavement, storm sewers, sanitary sewers, grades and foundations.

Assists various Public Works departments in solving operational or engineering related problems by methods ranging from making suggestions to developing detailed plans and specifications.

Performs special studies as directed, investigating engineering problems, including, but not limited to, street maintenance, traffic operations, design and construction.

Reads and interprets blueprints, plans and specifications applicable to public works construction & private developers.

Maintains, checks and reduces field notes, and assembles drawings and plans from field work performed.

Be certified as the responsible charge for federal aid projects.

May attend City Council and other meetings as requested.

Writes reports detailing the investigations, conclusions and recommendations of special studies.

ESSENTIAL FUNCTIONS: (continued)

Develops computer maps and miscellaneous plans, such as construction and site plans, using computer-aided drafting systems.

Supervises widely diversified activities, including, but not limited to, surveying, inspections, drafting and materials testing.

Assists the Public Works Director with acting as the City's representative and contract administrator for all public works construction projects.

Researches office, court, register of deeds, and other sources necessary to obtain data or planning information for current or proposed projects.

Assists Planning Department by reviewing and providing recommendations regarding public works standards, such as all rezoning requests, re-plats, and proposed construction plans and specifications presented to the Planning Commission prior to submittal to the City Council for approval.

Assists the Permits Department by reviewing plans for permit applications, including, but not limited to, plan review, project inspection, grading permit application review, and right-of-way issues review.

Attends various training courses, seminars and conferences to maintain knowledge of current trends and developments in job-related skills and techniques.

Promotes a safe working environment for all employees through various activities, including, but not limited to, safety awareness education, review and recommendation of safety policies, enforcement of safety procedures, and reporting and investigating work-related accidents.

Ensures departmental compliance with applicable local ordinance and code, state statute, and federal laws and regulations that govern the activities of the department.

Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, etc.

Performs supervisory functions, such as staffing, scheduling work, assigning work duties, training personnel, handling employee complaints, conducting performance evaluations, recommending disciplinary actions, and making hiring/firing recommendations.

Oversees the City's bridge inspection, ASIP, Sidewalk Inventory, Outfall Inspections, and Asset Management programs.

Coordinates GIS with Sarpy County.

Prepares various records, reports, correspondence and other departmental documents.

Operates a City vehicle, safely and in compliance with traffic laws and regulations, in the performance of job duties.

Performs accurate mathematical calculations in the performance of job duties.

ESSENTIAL FUNCTIONS: (continued)

Plans and organizes a personal work schedule, sets priorities and meets deadlines.

Performs computer input and retrieval functions utilizing various hardware and software programs.

Establishes and maintains effective working relationships with contractors, design professionals, the general public, governmental officials, co-workers and supervisors.

May have the ability to telecommute on a temporary basis.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of construction materials, methods and techniques applicable to public works construction.

Knowledge of state and federal regulations, standards, manuals, tests, rules and regulations regarding public works construction.

Knowledge of designing, drafting, technical writing and construction record keeping.

Knowledge of and the ability to accurately apply mathematics to the computation of standard construction formulas.

Knowledge of standard contract forms and laws.

Knowledge of and ability to utilize the English language, proper grammar, vocabulary, spelling and punctuation.

Ability to uphold the City's mission statement and core values in the performance of job duties.

Ability to develop computer programs, spreadsheets and databases in the performance of job duties.

Ability to ensure departmental compliance with applicable local ordinance and code, state statute, and federal laws and regulations that govern the activities of the department.

Ability to apply departmental policies and procedures in the performance of job duties.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines with minimal supervision.

Ability to deal with contractors, consultants, design professionals and the general public in a courteous and tactful manner.

Ability to perform supervisory functions, such as staffing, scheduling work, assigning work

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

duties, training personnel, handling employee complaints, conducting performance evaluations, recommending disciplinary actions, and making hiring/firing recommendations.

Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.

Ability to communicate effectively, in English, both verbally and in writing.

Ability to operate a City vehicle, safely and in compliance with traffic laws and regulations, in the performance of job duties.

Ability to perform job duties with thoroughness, accuracy and attention to detail.

Ability to operate standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, etc.

Ability to establish and maintain effective working relationships with the general public, contractors, design professionals, governmental officials, co-workers and supervisors.

ESSENTIAL EDUCATION, CERTIFICATION AND LICENSES:

Must possess a Bachelor's degree in Civil Engineering or other engineering/engineering technology major acceptable to the Nebraska Board of Engineers and Architects from an ABET accredited university with a minimum of 7 years of experience.

Must possess a valid driver's license at the time of hire.

Must possess or obtain certification by the State of Nebraska as a registered Civil Engineer within six months of the date of hire, and maintain it throughout the course of employment.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

Work is performed indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to transport themselves to and from various locations throughout the City and surrounding jurisdictions, and must have the ability to maneuver over rough terrain and construction sites on foot. Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with or exposure to dirt, dust, noise, poor lighting, confined spaces, dampness, wetness and inclement weather conditions.

An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles and operate the following: vehicles, computers, tools, and any other equipment that issued to perform the essential functions of the job.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Noise level is usually moderate. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with the general public, and may be stressful when dealing with irate citizens and/or time constraints.

Revised 9/1/22
Revised 10/22/20
Revised 1/25/17
Revised 8/19/16
Revised 10/28/14
Revised 09/24/13
Revised 09/13/12
03/23/01

The City of Bellevue is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. If specific accommodations are needed in order to apply for this position, please contact the Personnel Office at (402)-293-3019.