

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 1, 2025 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION – CIVIL ENGINEER	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

SYNOPSIS

A position description for a Civil Engineer is presented for review.

FISCAL IMPACT

The FY25/FY26 Biennial Budget provides funding for this position.

RECOMMENDATION

Approval.

BACKGROUND

We are seeking your review and approval of the proposed job description for a Civil Engineer position, which was approved in the budget for a projected 2025 hire. This role is aligned with the City’s strategic priority of infrastructure investment, supporting our commitment to maintaining and improving the quality of life for all residents. The addition of a Civil Engineer will enhance our capacity to manage the increasing workload associated with critical capital projects and ensure the continued success of our infrastructure initiatives.

The Civil Engineer will work under the direction of the City Engineer to provide support across various aspects of municipal engineering. Key responsibilities will include:

- Assisting with plan reviews
- Project administration
- Contract and bid development
- Design work
- Project inspections

Additionally, the Civil Engineer will play a vital role in supporting private development projects in collaboration with the Community Development Department, ensuring compliance with city standards and regulations.

A complete job description for this position has been included for review.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Civil Engineer
POSITION REPORTS TO: City Engineer
POSITION SUPERVISES:

DESCRIPTION

Under the direction of the City Engineer, performs progressively responsible mid-level technical engineering work in the design, review, and planning of public improvement and private development projects.

ESSENTIAL FUNCTIONS (with or without reasonable accommodation)

1. Reviews and evaluates plans and specifications for correctness of engineering methods, accuracy of calculations and conformance with established engineering procedures.
2. Review plans, specifications, and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and City standards and policies.
3. Prepares designs and plans for public improvements, including streets, sanitary sewer, storm sewer, traffic signals and buildings.
4. Consults with City Engineer during construction phase of various projects and recommends solutions to address issues, problems, and/or the implementation of corrective measures.
5. Monitor, manage, and/or actively participate in the management of projects performed by outside agencies.
6. Participates in meetings with members of the public, engineers, architects, contractors and owners to explain and discuss operations and projects.
7. Identifies, plans, and develops future infrastructure for community needs.
8. Assists the Community Development Department with review of platting and zoning applications.
9. Inspects and reviews grading and storm water permits for regulatory compliance in land development and building projects.
10. Oversees and maintains the City's Storm Water Management Plan in accordance with NPDES and NDEE permit requirements.
11. Assists with electronic asset management data collection and inventory for the development, implementation, and ongoing use.
12. Assists in the preparation and development of the annual departmental budget.
13. Prepare and collect information for cost estimates for CIP projects.
14. Performs tasks for the solicitation and selection of consultants associated with capital improvement projects, inclusive of producing RRFs, RFQs, evaluation criteria and/or other methods to ensure consultant ability to complete work successfully.
15. Assists with the management and development of GIS layers for city infrastructure.
16. Lead, assist, and/or otherwise contribute in the preparation of reports, correspondence and other written documentation required by the City, State or other entities/agencies.
17. Responds to citizen and City staff inquiries and concerns.
18. Maintains awareness of modern public works and engineering methods and administration by attending conferences, conventions and other educational and professional meetings.
19. Serves as a member of the Department Management Team. Attends and participates City Council meetings, Planning Commission meetings, Community Development meetings, Park Committee meetings, work sessions, and a variety of other meetings as needed or directed.
20. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

Work may be performed outdoors year-round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable

amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 50 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Bachelor of Science in Civil Engineering, from an Accreditation Board of Engineering and Technology (ABET) Approved College or University, or a closely related field
2. 2+ years of progressively responsible experience in the design, construction and/or management of engineering projects.
3. Certification as an Engineer Intern (EI) or Engineer-in-Training (EIT), or the ability to become certified within 6 months of hire.
4. Must possess or be able to obtain a valid driver's license.
5. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern civil engineering as applied to the field of public works, design, and construction operations.
2. Ability to assist with planning, organizing, supervision and administering the functions of the Public Works Department.
3. Knowledge of and ability to interpret and apply Federal, State and local codes, ordinances, statutes, rules, regulations, policies and procedures.
4. Ability to apply engineering principles and techniques to the solution of engineering problems including land and municipal infrastructure development.
5. Ability to efficiently perform multiple administrative assignments with the scope of the department.
6. Ability to resolve conflicts in a professional and decisive manner.
7. Ability to handle confidential information in a sensitive manner.
8. Ability to prepare clear and accurate reports. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
9. Ability to work independently, as part of a team and with the public.
10. Ability to understand ordinances and other regulations.
11. General research, statistical and report writing methods.
12. Computer skills and ability to use MS Office Professional programs and computer engineering applications.
13. Ability to work a varying schedule including evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
14. Ability to establish and maintain effective working relations with fellow public works personnel; exercise good judgment, tact and diplomacy in dealing with City officials, department personnel, volunteers, patrons, outside agencies and members of the public.
15. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position supports the City Engineer and contributes to the success of the City by working closely with Public Works and Community Development staff, the community and private entities on initiatives geared toward the maintenance, development and/or improvement of the City and its infrastructure.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background check and drug screening tests will follow conditional offer of appointment.

I have read and understand the requirements of this position description.

Signature

Date