SENIOR ENGINEER

POSITION SUMMARY

This position is responsible for technical civil engineering and supervisory engineering work performing a variety of engineering tasks. Work is performed under the managerial direction of the City Engineer. Supervision is exercised over lower-level engineering support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the City Engineer in administration and management of division activities.
- Serves as project manager on engineering capital improvement projects of larger complexity, spend, and risk; conducts field work, survey, research, preliminary and final design; determines construction quantities, writes proposals, prepares contract documents and right of way and easement descriptions, and estimates costs; coordinates project among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work
- Reviews and comments on development submittals.
- Reviews plans for a variety of capital improvement projects as listed below but not limited to; streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City ensure compliance with regulations and standards; reviews "as-built" plans submitted after construction is completed.
- Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, sidewalks, curbs, sewers, water mains, storm drains and the like; participates in public hearings, right of way acquisitions, finalizing plans, and drafting specifications.
- Drafts memos for City Commission consideration.
- Reviews and modifies various ordinances.
- Participates in master planning of infrastructure needs for the City.
- Implements department policies and assists in determining department policies and budgetary needs.
- Answers inquiries and complaints from the public regarding City of Dickinson infrastructure.
- Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Knowledge of professional engineering principles, practices and methods applied to public works construction.
- Knowledge of design principles, strength of materials, and stress analysis required in planning construction projects.
- Knowledge of suitable computer applications to engineering projects.
- Knowledge of construction standards and regulations.
- Knowledge of maps, deeds, plats and plans.
- Ability to plan, organize, coordinated, assign and evaluate the work of subordinate staff.
- Ability to prepare accurate plans, specifications, cost estimates and engineering reports.

SENIOR ENGINEER

- Ability to operate personal computers and computer aided drafting processes.
- Ability to maintain a variety of technical records and adapt records systems for computerization.
- Ability to make accurate engineering computations and drawings.
- Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.
- Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.
- Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Engineering
- 6 years of increasingly responsible experience with two years of supervisory responsibility.

Special Requirements

- Valid Driver's License
- Must be a Licensed Professional Engineer with the ability to become licensed in the State of ND within 6-months of hire

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Requires prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Work may require routine travel.

Classification: Grade 22 (G-22)
FLSA: Exempt
Updated to new format: 04/22/23
Approved by CSC: 4/25/2013
Approved by City Commission: 8/20/2024 Reclassify Assistant City Engineer-Grade 19 to Senior Engineer-Grade 22
Updated: 4/30/2023 by Community Dev. Dir. Skluzacek, HR Nameniuk, 7/29/24 by Director Skluzacek, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025