ENGINEER/COMMUNITY DEVELOPMENT DIRECTOR

POSITION SUMMARY

Under general direction of the City Administrator, this position is responsible for the City's development, building and infrastructure expansion duties and oversees the City's Engineering, Building and Codes, and Planning Departments. This position provides expert advice, strategic planning, and problem solving for complex City matters, including but not limited to capital improvement planning, NDDOT Urban Roads programming, comprehensive planning, municipal infrastructure construction standards, site planning, trail development, urban forestry planning, Geographic Information System, budgeting and forecasting, permitting, environmental regulatory compliance, legislative presentation and media outreach.

RESPONSIBILITIES

Essential Duties:

- Manages and provides leadership and guidance to staff; directs, coordinates, and evaluates the activities, programs and services of responsible departments.
- Oversees major utility studies, serves as the responsible engineer for the design, preparation of plans and specifications,; ensures compliance with engineering practices and standards; administers consultant contracts; coordinates policy issues and strategic planning.
- Provides expertise and direction for boards and committees including, but not limited to, Planning and Zoning, Board of Adjustments, Special Assessment Committees, Oil and Energy Committee and Urban Forestry Committee, to ensure efficient and effective operations.
- Directs the development of plans, studies, maps, policies and strategies for the implementation of development programs for the City; supervises the design and compiling of finished products and ensures procedural compliance.
- Provides interpretation and application of rules and regulations pertaining to ordinances and programs that are the responsibility of the overall department.
- Works with elected officials, City staff, NDDOT staff and/or contracted engineers in planning, implementing, and completing City infrastructure projects to make sure City needs are met through the construction of said projects.
- Establishes goals and objectives for assigned departments to ensure compliance with City Commission policy directives, State, Federal and Local regulations to include: providing regulatory oversight; making recommendations for improvements in processes and procedures; and to plan improvements necessary to insure compliance.
- Oversee and supervise traffic control system, street lighting and utility location.
- Responsible for the construction oversight of all permitted construction.
- Responsible for periodic review and revision of Dickinson Municipal Code and City policy relating to subdivision, construction, building and activities in the City's right of ways.
- Responsible for the operating and capital budgets of assigned departments. Works with City Administrator and City management to plan, project operating costs, and capital infrastructure costs.

- Performs other duties of similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of budgeting and government funding programs, ability to repair and track budgets;
- Knowledge of equipment, materials, and operating procedures relevant to department functions and municipal infrastructure;
- Knowledge of municipal residential and commercial construction principles and practices, engineering principles and standards, building codes, urban planning;
- Knowledge of and ability to interpret State and Federal regulations;
- Knowledge of and ability to use Geographic Information Systems;
- Knowledge of and ability to write bid specifications;
- Skilled in leadership, management, and supervisory principles including interviewing, training and performance management techniques;
- Skilled in thinking strategically and exercising considerable initiative and independent judgment;
- Skilled in interacting successfully with individuals and groups both from within the city and outside the City; skilled at speaking and presenting publicly;
- Ability to communicate effectively both orally and in writing;
- Ability to prepare clear and concise reports and memos;
- Ability to monitor work flows and schedule work assignments;
- Ability to adapt to new situations and challenges;
- Ability to manage several projects and tasks simultaneously;
- Ability to use a variety of office equipment, computer software applications and related applications.

Judgment/Decision Making:

- Develops strategic direction, goals, plans, and policies for the Engineering, Buildings & Codes, and Planning departments.
- Sets broad objectives and is accountable for overall results in the Engineering, Buildings & Codes, and Planning departments.
- Authority to make decisions for the Engineering, Buildings & Codes, and Planning departments on matters of significance.
- Requires a high degree of independent judgment and problem solving of complex problems. Errors in judgment could jeopardize the viability of one or more line(s) of business and/or operation(s).

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of assigned departments through subordinate managers.
- Responsible for staff discipline; makes hiring and firing recommendations.

Relation to Others:

- This position has high level contact with others in key positions involving areas within the City, community, business leaders, media and other dignitaries at local, state, or federal level.
- Typically handles highly sensitive information.
- Personally ensures problem resolution. Identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication includes one-on-one, frequent small group presentations, and large group presentations with an audience that may include residents, staff or other local and state officials.

SKILLS

Education and Experience:

- Bachelor's Degree in Civil Engineering with Professional Engineer (PE) certification.
- Five years experience in municipality or with municipal projects such as designing and carrying out street, water, wastewater, solid waste and related projects, and/or in Planning and Zoning, and/or environmental regulation, with three years in a supervisory capacity,
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Certification as a Registered Professional Engineer in ND (within 6 months of hire);
- Valid Drivers License

WORKING CONDITIONS

Environment:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions. Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Work related travel is expected.
- 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 is typically performed in both office and field settings

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Classification: Grade 24 (G-24)
FLSA: Exempt
Reports To: City Administrator
Created: 5/12/22 by Interim CA Dassinger, HR Nameniuk
Commission Approved: 6/7/2022
Updated: Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.