

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C701
FLSA:	E
WC:	9410
PG:	516
EEO:	1

CLASSIFICATION TITLE: CITY ENGINEER

Applications are only accepted on-line at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional tasks at the managerial level by supervising and overseeing the development services functions of the department. Manages the administration and enforcement of City, County, State and Federal codes and regulations by establishing, updating, maintaining, and implementing procedures for permit application intake, plan review, permit issuance, and inspections for development in the City.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations for transfers, promotions and salary administration issues, new hires, disciplinary action and employee discharge procedures.

Oversees the day to day operation of the Development Services Division.

Develops, reviews, and manages assigned budgets; monitors spending to ensure compliance with established rules and requirements; reviews various accounting documents to evaluate the budget status.

Administers the Development Plan review Process.

Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations; serves as the department representative when providing recommendations to outside groups.

Performs administrative tasks for the division and department; receives, reviews and provides input regarding rezoning applications; approves final plats for conformance with construction standards and requirements of the Unified Development Code; performs interpretation and implementation of ordinances, including, but not limited to, the Soil and Erosion Control Ordinance and the Steep Slope Ordinance; reviews existing ordinances, including the Standard Construction Specifications, and prepares recommendations for updates; approves development permits.

Attends various meetings, including but not limited to Mayor and Council, Historic Preservation Commission, and Design Review Board, to provide information and recommendations and gather information; attends pre-application review meetings; conducts Construction Board of Adjustment and Appeal (CBAA) meetings, as applicable; consults with architects and engineers; meets with contractors to provide information and resolve problems.

Performs technical tasks to support a variety of department functions; conducts site reviews to ensure compliance with approved design plans.

Oversees the filing of all required county and state engineering reports.

Interacts and communicates with various groups and individuals to provide information and assistance and gather information; receives and resolves complaints; works with engineers and developers on site design and building related issues as well as managing the flood plain ordinance and related mapping; liaisons with other City Departments to ensure timely review of development plans by other City Departments.

Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the department.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering or closely related field; six to nine years of experience in engineering design and management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Professional Engineer License in the State of Georgia is required. GSWCC Level 2 Design is required. Additional certifications as a Certified Master Building Official, certification as a Building Plan Examiner, certifications in Building Code, Plumbing Code, Mechanical Code, and Electrical Code, and GSWCC Level 1B are preferred, but not required.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of professional engineering and construction theories, principles, practices and materials; Standard Building Code, Georgia Energy Code, ANSI, Plumbing, Mechanical, Heating, Gas and National Electric Codes; City, County, State and Federal codes, ordinances and regulations pertaining to construction, building inspection, land development and erosion control; GIS and drafting principles and practices; and management and budgeting principles and practices. Must be able to read and interpret engineering/design plans and specifications, site plans, construction specifications, maps, and plats.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may

include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.