

Title:	City Engineer
Department:	Engineering Department
Physical Classification:	Light / Sedentary
Union:	N/A
Wage Class:	Department Head: Exempt, Salaried
Salary Range:	\$62,000- \$73,000 based on qualifications and experience

Organizational Summary:

Sault Ste. Marie is located in Michigan's Upper Peninsula on the St. Mary's River, which forms the international boundary between the United States and Canada. For many generations, Native American Peoples would gather at the rapids of the St. Mary's River in present-day Sault Ste. Marie to fish for whitefish. Sault Ste. Marie's European history began in 1668 when Father Marquette established a mission at Sault Ste. Marie, making this community Michigan's oldest European settlement. Today, Sault Ste. Marie is a City of 14,300 people governed by a Council – Manager form of local government. The City Engineer is a position appointed by the City Manager, subject to confirmation by the City Commission. The City is primarily funded by tax dollars and fees to provide services to its residents.

Mission Statement:

The mission of the City of Sault Ste. Marie is to provide a sustainable small urban environment in an international setting for the well-being of its citizens by planning for and managing its physical development in an environmentally friendly manner, by fostering an economy to support its public and private infrastructure, and by nurturing historical, cultural, and recreational activities that enhance the quality of life within it.

General Purpose:

Responsible for engineering support and direction of all City infrastructure projects. Develops and prioritizes construction proposals, projects and plans. Administers and establishes requirements, standards and conditions for construction compliance. Acts as project manager, facilitator and liaison, working directly with MDOT, various local, private and government contractors, architects and engineers.

General Responsibilities:

Under the supervision of the City Manager, the City Engineer oversees and manages the development and implementation of various City infrastructure plans and projects, including obtaining and administering State and Federal grant funds and adherence to various local, state and federal guidelines. The City Engineer

serves as staff support to various City Boards, Commissions and Committees as assigned by the City Manager.

Supervision Received:

The City Engineer's work is conducted under the general direction of the City Manager. Daily work assignments are performed independently according to established procedures and practices with a low level of supervision.

Supervision Exercised:

Direct supervision is exercised over full-time Engineer II, Engineering Technician and Administrative Support Staff and periodic interns.

Typical Duties:

- Analyze the condition of water, sewer and street systems as a guide to the preparation of long-term recommendations for maintenance and improvement. Develop and review infrastructure master plans, policy and project proposals. Prepare and present complex reports, presentations and emerging or sensitive issues to the City Manager, City Commission, and general public.
- Plan, coordinate and oversee capital improvement projects including design, field survey and construction management of City infrastructure.
- Coordinate and monitor the work of engineering consultants to assure the result conforms to contract specifications and authorize significant deviations from original design as warranted.
- Schedule work, assign projects, establish priorities for project completion and ensure timely and cost-effective project completion.
- Conduct feasibility analysis, diagnose and correct field problems, collect and evaluate technical data and provide solutions to technical issues.
- Review of all plans by various contractors and developers. Counsel on the impact of plans on City infrastructure considering underground systems.
- Determine right-of-way requirements and adherence to other local and state ordinances and MDOT requirements.
- Direct work with various City departments, contractors, committees and other private and governmental groups.

- Work with various local, state and federal agencies regarding obtaining and administrative grants, project administration and compliance with various regulations
- Meeting with citizens and business owners on various issues, problems or concerns relating to traffic engineering, project impacts and other similar interactions

Peripheral Duties:

- Prepare and authorize Engineering Department payroll and accounts payable for processing by the Finance Department.
- Attend various staff and other meetings.
- Various office and administrative tasks.
- Other duties as assigned by the City Manager.

Physical Requirements:

- Frequent standing, walking and sitting
- Frequent bending, twisting, squatting and reaching
- Clear oral and written communication
- Ability to frequently lift and carry objects weighing up to 25 pounds
- Physical ability to safely move about and conduct work in various construction sites, building, indoor and outdoor locations.
- Ability to withstand varied weather conditions, temperature changes, traffic hazards, varying noise levels and occasional confined space work environments

Education/ Qualifications:

Bachelor of Science Degree in Civil Engineering and 5 years experience in municipal or public entity engineering and construction management, or the equivalent combination of work experience, training and education.

Professional registration or eligibility for professional registration as a Civil Engineer in the State of Michigan.

Technical writing skills sufficient to prepare project specifications, requests for proposals, process evaluation and documentation and communications suitable for external distribution.

Extensive knowledge of standard drafting, CADD and GIS software.

Proficiency in word processing and spreadsheet software.

Experience in program planning, organization principles, budget preparation, labor and cost control and engineering contract administration.

The ideal candidate will demonstrate maturity, sound logic and reasoning capabilities, strong special analysis skills and computer proficiency, as well as knowledge of State of Michigan zoning and planning laws.

The description above is intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The City of Sault Sainte Marie is an ADA EOE employer. Please see Human Resources for a complete description of the physical activities required of this position, working conditions, and/or to request reasonable accommodations.

Application Process

Applicants must submit completed application form available at <http://saultcity.com> , letter of intent and resume' to:

City of Sault Ste. Marie Human Resources Department
325 Court Street
Sault Ste. Marie, MI 49783
(906) 632-5708
vpovey@sault.com

Applications will be reviewed on July 30, 2010. Posting will remain open until position is filled.

The City of Sault Ste. Marie is and Equal Opportunity Employer