



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	CITY ENGINEER	<b>Department:</b>	PUBLIC WORKS
<b>Job Code:</b>	2021	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX8

### Summary

The City Engineer performs highly responsible engineering work of an administrative and technical nature directing activities of the Engineering Division. The employee is responsible for planning, directing, and coordinating engineering and public works design and construction. The City Engineer is the City's highest level engineering authority and is responsible for: policy implementation, development of short- and long-range goals and objectives, development and implementation of all components of the capital improvement plan, the coordination of all engineering functions, overall project preparation, and the development and control of project schedules.

An employee of this class reports to the Deputy Director of Transportation with additional tasks and projects assigned by the Director of Public Works. Because assignments are received in general terms, the employee is expected to assume responsibility and exercise broad independent judgment and discretion in the solution of problems and accomplishing program objectives. Employee confers with the Deputy Director and Director in coordinating complex engineering matters and formulating department policies. Work is reviewed by the Deputy Director and Director through periodic conferences and reports to ascertain the effectiveness of departmental programs.

### Duties and Responsibilities

- Directs professional, semi-professional, and other employees in the investigation, development, design, and construction of a variety of engineering projects and programs.
- Reviews and approves plans and specifications for construction contracts; confers with consultants, contractors, and other interested parties; makes engineering recommendations and decisions.
- Supervises and manages the right-of-way group, the projects controls/asset management group, the street lighting group, and the capital projects group.
- Works closely with the Deputy Director and Director in the formulation of long-term development and improvement programs; assists in evaluating long range plans and cost estimates for future expansion of major programs.
- Studies operations and costs of the department programs, reviews tentative budget requests and recommends necessary changes; assists the director in administering the expenditure of allotted funds to achieve the greatest economy consistent with efficient and effective operations.
- May assume full responsibility for the direction of the department during absence of the Deputy Director and/or the Director.
- Represents the municipal government in dealing with other governmental jurisdictions, MoDOT, MARC, private firms, and the general public on engineering matters.
- Directs the City's asset management system to evaluate condition of infrastructure assets. Maintains a program of data collection and QA/QC processes to ensure data integrity. Develops training programs for implementation of technology. Updates management plans and procedures as necessary.

- Develops a prioritized Capital Improvement Plan (CIP) for preventative maintenance and major capital projects. Determines appropriate funding sources and budgets for each program.
- Prepares and manages federal and state grants for infrastructure improvements. Represents the City on Metropolitan Planning Organization boards and committees.
- Develops engineering policy, procedures, codes, ordinances, and standards for public and private infrastructure improvements. Ensures conformance with standards and policy through coordination with inspectors. Reviews applications for variances/waivers to engineering standards and makes official determinations.
- Directs the property acquisition and utility coordination process for major capital projects.
- Prepares special studies and reports on a variety of subjects and activities as a basis for recommendations to Director of Public Works, City Manager, the Mayor, and City Council.
- Performs related work as required.

<b>Technical Skills</b>	<p>Extensive knowledge of:</p> <ul style="list-style-type: none"> <li>The principles and practices of civil engineering as applicable to Public Works activities.</li> <li>Applicable construction and maintenance methods, materials, and equipment.</li> </ul> <p>Thorough knowledge of:</p> <ul style="list-style-type: none"> <li>Federal and state regulations applicable to departmental activities.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department.</li> <li>Appraise proposed capital improvements in light of capital budget and federal, state, and other matching funds.</li> <li>Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.</li> <li>Establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.</li> <li>Organize and direct extensive engineering programs.</li> <li>Express facts and ideas clearly and concisely, orally and in writing.</li> </ul>
<b>Education and Experience</b>	<p>Graduation from an accredited college or university with a bachelor's degree in Civil Engineering, to include various subsections of disciplines to include Environmental, Structural, Traffic/Transportation and a minimum of fifteen (15) years of progressively responsible experience in civil engineering or municipal planning, including ten (10) years as a Registered Engineer with at least five (5) of those years' experience directing a major division of municipal works or utilities operations.</p> <p>.</p>
<b>Certificates/ Licenses/Special Requirements</b>	<p>Within six (6) months of hire date, must be registered as a Professional Engineer with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.</p> <p>Must pass a background check as prescribed by the City.</p>
<b>Supervisory Responsibility</b>	<p>Supervision is exercised through administrative subordinates over a large staff of professional and paraprofessional personnel.</p>
<b>Supervision Received</b>	<p>Work is performed under the general direction of the Deputy Director of Transportation and Director of Public Works.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created Revised</b>	<p>8/2022, 01/2024</p>