

# 20180153 Sr Civil Engineer - Transportation

## Closing Date: May 1, 2018

### Apply online at [www.longmontcolorado.gov](http://www.longmontcolorado.gov)



#### HUMAN RESOURCES DEPARTMENT

---

350 Kimbark Street  
Longmont, CO 80501  
303-651-8609  
FAX 303-651-8973

### JOB ANNOUNCEMENT

**POSITION: 20180153 Sr Civil Engineer**  
**ENGINEERING SERVICES DIVISION**  
**PUBLIC WORKS & NATURAL RESOURCES DEPT**

**Pay Range (annually, DOQ):**  
**Hiring Range: \$93,396 - \$103,776**  
**Full Range: \$93,396 - \$112,068**  
**Full Time with benefits, M-F, 8 - 5**

**DEFINITION:** Under the general direction of the Transportation Engineering Administrator or a higher manager, supervise the work of an engineering function or technical area. Perform engineering work and project management involving the most complex, highly visible, or large-scale projects of the department. This is the advanced journey-level classification of the engineering series. Work at this level includes coordination and management of major engineering projects and/or a major component of the City's infrastructure. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in prioritizing, scheduling, assigning, and coordinating the work. Incumbents are also expected to perform the most complex professional engineering work requiring a substantial level of professional training and experience. General direction is provided by a management level position. Provides direct and indirect supervision of professional and technical engineering staff and functions within an engineering section and as a project manager.

**PRINCIPAL DUTIES:** Plan, direct, and supervise a major engineering function including recommending planning strategies based on existing and future needs; coordinating activities with the general public, other City departments, and outside agencies; and researching and developing project budgets. Serve as project engineer or project manager on major Capital Improvement, complex, and high profile projects, assuming responsibility for project quality, scheduling, and project finances and providing first-level supervision to project staff. Prepare appropriate development agreements and coordinate development project issues with applicants, Development Services Planning project managers and provide direction to project staff. Supervise the development of designs, plans, specifications, construction scheduling, and estimates for the construction of public works and utilities projects. Supervise and direct engineering fieldwork on major projects. Approve the selection and provide management of professional consulting engineers for the development of plans, specifications, studies, and reports. Negotiate and approve consulting agreements and contracts. Resolve major issues and administrative matters. Supervise the preparation of reports and construction plans prepared by consulting engineers. Review and approve specifications, plans, and cost estimates for diverse engineering projects. Perform field inspections, review work, and perform final acceptance on major and capital improvement projects. Resolve complex and significant engineering problems impacting design, contracts, and compliance, including on-going disputes with contractors and developers, technical design, plan development, and final acceptance on major and capital improvement projects. Problem resolution may require interpretation of policy and expertise on pertinent City code and policy. Check computations and specified materials for accuracy and compliance with regulations. Monitor performance and check plans to ensure contractor compliance with City specifications. Maintain Project Records and Documentation. Monitor and approve expenses within the functional area of responsibility. Make purchases within expenditure authority. Develop and implement City standards, codes, and specifications. Prepare periodic project status reports. Provide performance and task analysis required to complete projects. Review and make recommendations on technical

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

**AN EQUAL OPPORTUNITY EMPLOYER**  
**All City of Longmont Facilities are Smoke Free**  
**[www.longmontcolorado.gov](http://www.longmontcolorado.gov)**

reports and studies. Act as technical resource expert in engineering matters. Assist in the development of the capital improvement plan and budget; assist in the development of the operating budget; research, and recommend funding resources. Respond to citizen complaints and issues regarding engineering problems. Act as the City representative for specified engineering section. Coordinate and negotiate major engineering and construction projects and development with other City divisions, departments, and outside agencies. Attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of Civil Engineering. Serve as a City representative, or supervise participation by other City staff, on a variety of City commissions, boards, and committees on public works and utilities projects. Prepare various applications for state and federal grants. Build alliances, foster effective teamwork and build constructive relationships within and between individuals and other work groups. Coordinate activities with other City departments, divisions, outside agencies, the public and contractors. Demonstrate behavior that sets a positive example for integrity, fiscal responsibility and professionalism. Resolve difficult customer issues. Evaluate customer services and make appropriate adjustments. Attend City Council and other board and commission meetings and make effective presentations as needed. Represent the City in interdepartmental, inter-agency, community, and professional meetings and working committees as required. Prepare, review and submit a variety of reports, correspondence, memoranda, and other communications. Performs essential duties and additional tasks in a manner which enhances City Attributes.

**WORKING ENVIRONMENT:** Work is performed in primarily in an office environment, but requires field visits and inspections. Field work may require use of personnel protective safety equipment and work near or in areas requiring compliance with special safety procedures. The job entails constant sitting, ability to read and understand detailed documents, blueprints, maps, and other printed materials. Requires the ability to use language and math, reason and solve problems, communicate clearly and concisely with co-workers and the public. Must be able to work under stress, manage multiple tasks concurrently, and handle frequent interruptions. The job also entails frequent light (under 5 lbs.) lifting and carrying, reaching and bending or stooping, twisting, driving, and the use of near and far vision. Work may require occasional moderate (15-40 lbs.) lifting and carrying, pulling, pushing, climbing, crawling and kneeling or squatting. Employees may be exposed to noise, dust, fumes, solvents, slippery or uneven walking surfaces, machinery and moving vehicles, working in and around water. The job requires working alone, as well as working closely with others.

**QUALIFICATIONS:** Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major course work in Civil Engineering or a related field and a minimum of seven years of engineering work experience in the area of design and construction of public works and utility projects. **Special Qualifications:** Registration as a Professional Engineer in the State of Colorado is required. Possession of a valid Colorado driver's license.

**Selection process** will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

**DEADLINE: CITY APPLICATION (required)** must be received by the Human Resources Department, 350 Kimbark Street, Longmont, CO 80501, **on May 1, 2018**. The online application process is available for this position on our website at [www.longmontcolorado.gov](http://www.longmontcolorado.gov). For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

**AN EQUAL OPPORTUNITY EMPLOYER**  
**All City of Longmont Facilities are Smoke Free**  
[www.longmontcolorado.gov](http://www.longmontcolorado.gov)