

## **City of Vicksburg Job Description**

Job Title: **City Engineer/ Assistant Director of Public Works**  
Department: **Engineering/Public Works**  
Reports To: Director of Public Works FLSA Status: Exempt  
Prepared By: TMJ, KWN  
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*Approved by Antoinette Bradley, June 2018*  
*Amended version approved by Kimberly Walker Nailor, May 2023*

### **Summary**

Plans, designs, and directs civil engineering projects such as roads, bridges, harbors, storm sewers, and water, sewer, and gas pipelines. Administer and enforce the provisions of the subdivision ordinance.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project.

Calculates cost and determines feasibility of project based on analysis of collected data.

Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and debris for project.

Inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards.

Directs and oversees the construction and maintenance activities at some project sites and provides reports to the Public Works Director.

Responsible for the preparation of plans and specifications for public works project and subdivision/site plan review including streets, water, gas, sanitary sewer, and storm drainage.

Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.

Administers and enforces the provisions of the City's subdivision ordinance.

Understands and enforces city ordinances.

Serve as subject matter expert and support staff for The Board of Mayor and Aldermen, assisting in the policy development and implementation as it relates to development, planning, construction, sustainability, and other engineering or infrastructure matter.

Collaborate with Public Works Director to ensure projects are appropriately managed, departmental reviews are timely and thorough, and departmental goals and objectives are achieved.

Determine rights of way for city construction projects.

Conduct on site review of construction projects with engineering staff and contractors to review progress, resolve conflicts and ensure compliance with plans and specifications and the City code. Prepare grant applications and manage grant funded projects (MDOT, FHWA, CDBG, MDA, EPA Brownfield).

Coordinate with other departments, governmental entities, state and federal agencies (MDOT, MDEQ, MEMA, USACE, FEMA).

Attend Board meetings, prepare agenda items, review Engineering and Street staff agenda items, review and/or determine budgetary issues for agenda items, write agenda item reports, and present agenda items to Board.

Oversees the project designs and the construction contract administration; preparation of construction documents and specifications; cost estimating at various project stages; permitting, bidding, construction management and inspections; final closeout and acceptance.

Perform other duties as assigned.

### **Supervisory Responsibilities**

Aids in supervision of the departments in Public Works.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential actions.

### **Education and/or Experience**

Must have at least a bachelor's degree in civil engineering, and 1-5 years of engineering experience involving municipality projects; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have an above average knowledge of Microsoft Office and its applications/programs, and AutoCAD or similar software packages.

**Certificates, Licenses, Registrations**

Must have and maintain a valid Mississippi driver's license; Licensed P.E. in the State of Mississippi.

**Other Skills and Abilities**

Must be able to work effectively with other departments; Must be experienced with AutoCAD or similar software packages.

**Other Qualifications**

Overtime, alternative work schedules, and on-call status may be assigned as needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include depth perception and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.