



The City of Pelham is currently accepting applications for the full-time position of **Deputy Director/City Engineer**. This position reports to the Director of Development Services and Public Works. The Deputy Director/City Engineer is second in command of the Development Services and Public Works Department and has responsibility over the City's Engineering Division, while also serving as the City Engineer.

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

- Fosters inclusive management that encourages ideas and innovation at all levels and a culture of mutual respect and continuous. Ability to balance competing priorities with confidence and accuracy, in support of the Director
- Assists the director with process and operations improvements, oversees daily operations, planning, quality control, and develops and monitors the use of resources
- Assists the director with administrative functions, communications for the organization and developing and monitoring progress toward departmental goals
- Provides effective direction, control, and management over key engineering functions including infrastructure and utilities engineering, transportation engineering, construction management, and development review.
- Manages, supervises, and assists subordinate staff in the planning, design, construction and maintenance of street, sidewalks, water and sewage systems, drainage structures, transportation facilities and other public works.
- Prepares and oversees the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects. Signs plans for public works improvements. Stamp plans for work designed in-house.
- Meets and confers with developers, contractors, engineers and the public relative to the city policies, regulations, and procedures; resolves discrepancies and problem situations with outside parties.
- Ensures the effective coordination of work and project development between engineering/design components and the operations/maintenance components. Also ensures effective coordination with the other City Departments
- Determines priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need.
- Attends meetings as required; responds to questions and requests for information/assistance by telephone or in person from the public, employees, officials or other persons; meets with citizens and investigates complaints about public infrastructure.
- Performs research functions; compiles/analyzes data; gathers, collates, and maintains information, maps, and statistics for use in planning departmental projects and activities; prepares/distributes related reports.
- Reviews engineering plans for commercial development and subdivisions; reviews/interprets maps, plats, site plans, blueprints, architectural drawings, and construction plans.
- Assembles and prepares analysis of basic data and field information regarding all public infrastructure.



- Consults with supervisors, regulatory agency personnel, the mayor, city council, engineers, contractors, utility companies, developers, and other agency officials to review departmental operations, discusses problems, coordinates activities, develops long-term plans, provides technical expertise, and receives advice/direction.
- Develops, recommends, and directs immediate and long-range plans, specifications, and cost estimates for public infrastructure projects; manages contract engineering and construction projects.
- Recommends policies and procedures that guide and support the provision of quality services by the department.

**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 functions:

- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- Codes, ordinances, resolutions, laws, recent developments, current literature, and sources of information in municipal public works.
- Principles and practices of management and supervision. Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of budget preparations and expenditure control.
- Contract preparations and administration.
- Safety principles, practices, and procedures.
- Operation and programs of a personal computer.
- Plan, coordinate and prioritize a variety of engineering projects.
- Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to public works constructions and development projects.
- Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives.
- Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Interpret, analyze, apply, and articulate relevant laws, rules, contracts, ordinances, regulations, and guidelines.
- Prepare and present clear, concise, and competent reports, both orally and in writing.
- Efficiently operate a personal computer.
- Establish and maintain effective work relationships with those contacted in the performance of required.

**Education/Experience:** Bachelor's degree in Civil Engineering required; six years of civil engineering experience concentrating in public infrastructure systems preferably in a municipal or state agency environment, including four years as a licensed professional engineer. Supervisory experience with at least five years in a managerial/supervisory capacity.



**Language Ability:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management.

- Must have a thorough knowledge of local, state, and federal regulations.
- Must have thorough knowledge of engineering terminology, principles, and theories.
- Must have thorough knowledge of legal terminology used in construction documents.
- Must have thorough knowledge of construction contract administration.

**Math Ability:** 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. Must have knowledge of planning, forecasting, and budgeting techniques.

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables. Must have the ability to perform complex problem analysis and supervisory practices.

**Computer Skills:** Various engineering software

**Certificates and Licenses:** Must possess a professional engineering license from any state to apply for this position; however, the State of Alabama Professional Engineering License must be obtained prior to completion of the probationary period. Must possess and maintain a valid driver's license.

**Supervisory Responsibilities:** May supervise work of all professional and sub-professional engineering and department personnel. Assists with developing short- and long-range goals.

**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.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.



**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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

**Compensation** is \$94,565.00 - \$128,882.00, depending on experience, education, and other training. The City of Pelham offers an excellent benefits package.