

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Civil Engineer IV

**DEPARTMENT:** Public Works

**POSITION TITLE OF IMMEDIATE SUPERVISOR:** City Engineer

**SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING:** No

**STATUS:** Exempt/Non-union

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### **PRIMARY OBJECTIVE OF POSITION:**

To provide professional engineering advice on planning, design, construction, inspection, administration and maintenance of public infrastructure consistent with City Council policy and with federal and state regulations. This position will also perform routine and complex technical engineering work including computer-aided design (CAD) and drafting work, and assisting in the maintenance of the City of Ramsey's GIS database.

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### **RESPONSIBILITIES**

- A. Provide professional engineering counsel, design and review
- B. Prepare and administer specifications for public and private improvement projects
- C. Assist with development and review of the Capital Improvement Program
- D. Assist with development of street maintenance program and budget
- E. Assist with development, implementation and administration of new stormwater management policies, practices, and programs
- F. Function as a liaison and advisor for the City
- G. Perform other duties as assigned by the City Engineer

### **TASKS RELATED TO RESPONSIBILITIES**

- A. Provide professional engineering counsel, design and review
  - 1. Collect and archive data as mandated by state law and in accordance with established practices
  - 2. Interpret municipal engineering records and data for other city staff and customers
  - 3. Perform topographical, construction, and as-built surveying in connection with public improvement projects

4. Perform storm water modeling and storm sewer design and related reports
  5. Under supervision, design, draft, prepare, or review drawings for public and private improvement projects, records, and geographic references
  6. Review site plans and recommend changes
  7. Review building permits to provide approval for utility and site improvements
  8. Assist in the development of a computer based mapping system to meet the needs of all City departments
  9. Maintain and update information on mapping system and database within a reasonable time
- B. Prepare and administer specifications for public and private improvement projects
1. Calculate and prepare assessment rolls for public improvement projects
  2. Participate in establishing priorities for short- and long-range projects and coordinate implementation as may be required
- C. Assist with development and review of the Capital Improvement Program
1. Review and establish standards for development and capital improvement projects
  2. Participate in establishing priorities for short- and long-range projects and coordinate implementation as may be required
  3. Review and establish standards for development and capital improvement projects
  4. Assure that desired performance and utilization is achieved as planned
- D. Assist with development of street maintenance program and budget
1. Help establish priorities for projects
- E. Assist with development, implementation and administration of stormwater management policies, practices, and programs
1. Assist with development of new policies, practices, and programs to meet new stormwater management requirements
  2. Assist with updating existing policies, practices, and programs including the Surface Water Management Plan (SWMP) and Stormwater Pollution Prevention Program (SWPPP)
- F. Function as a liaison and advisor for the City
1. Serve as city representative on public boards as required or assigned
  2. Prepare feasibility studies, reports, and construction plans
  3. Provide staff support for council meetings and hearings
  4. Provide access to resources addressing staff's and customer's municipal engineering or utility concerns
  5. Communicate verbally and in writing with residents, businesses and property owners to explain projects, provide information, and resolve concerns and conflicts
  6. Consult with engineers, government agencies, developers and others to assure the coordination of development activities within the community as planned
  7. Attend meetings of the City Council, Planning Commission, and other meetings as assigned or requested
  8. Represent the City in contacts with the public as well as with other employees, other City officials and outside organizations

9. Keep supervisors promptly informed of all matters of major importance as they relate to the Public Works and inspection and recommend actions with respect to such matters
  10. Direct special studies as necessary and take appropriate action to improve the various public works services to the City
- G. Perform other duties as assigned by the City Engineer

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of federal, state regional, and local laws, rules, and regulations applicable to municipal engineering
- Advanced knowledge of current stormwater drainage design principles and practices
- Working knowledge of current civil engineering principles and practices
- Skill in using standard engineering software programs including AutoCAD
- Skill in using standard stormwater management modeling software programs
- Skill in operating automatic level, total station, data collector and various other surveying equipment
- Ability to communicate effectively, both orally and in writing, with elected officials, developers, contractors, government agencies, staff and the general public
- Ability to establish and maintain effective working relationships with co-workers and supervisors
- Ability to oversee and manage public improvement projects
- Ability to research and prepare reports
- Ability to deal effectively with adverse situations with a high degree of tact, courtesy, and sound judgment
- Ability to see and hear to perform inspections and communicate with people
- Ability to repeatedly use fine motor skills and manual dexterity to operate a computer, produce drawings and operate survey equipment

### **TRAINING AND EXPERIENCE:**

#### **Minimum:**

- Bachelor of Science degree in civil engineering from an accredited college or university
- Ability to obtain a professional engineer's license from the State of Minnesota within one year of hire
- Three to five years of progressively responsible experience in municipal engineering
- Advanced training and experience in drafting, Computer-Aided Design (CAD) and GIS
- Advanced training and experience in stormwater modeling and drainage design
- Valid class D state driver's license with a good driving record

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