



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.9

Job Title: **CITY ENGINEER (EXE LVL)**

Pay Grade: 38

GENERAL SUMMARY:

Under the leadership of the Public Works Director, serves as chief advisor and has executive corporate oversight of all engineering functions within the Department and for the City.

RESPONSIBILITIES:

- Oversees the design, development, and maintenance of the City's infrastructure, such as transportation, water distribution, wastewater treatment, and floodplain management, by implementing and administering provisions established by federal, state, City's Code of Ordinances and policies, procedures, and manuals of the Office of the City Engineer.
- Assesses current practices and engineering, construction, and development processes to implement an appropriate system of policies, internal controls, and procedures.
- Oversees long-range planning for engineering and capital projects and overall project preparation and coordinates all engineering functions.
- Monitors effectiveness of the Office of the City Engineer through reports on status, adequate resources, division feedback and analytics.
- Oversees the issuance of paving and utility construction permits and approves plats and projects in the City's right of way.
- Meets with employee, governmental, business, professional, civic, and other groups to discuss, interpret, promote, advocate and/or explain the Department's and City's engineering policies, programs, objectives and/or initiatives.
- Oversees various committees to create and modify standards, modernize codes and specifications, and to update manuals, tools, and other resources to provide guidance on the design and materials for infrastructure development and construction projects.
- Establishes and coordinates a variety of special projects to improve the efficiency and effectiveness of engineering programs, provisions, processes, and procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor of Science degree in Engineering, Engineering Technology, Mathematics, or other science approved by the Texas Board of Professional Engineers.

LICENSE:

Requires registration as a Professional Engineer in the State of Texas.

SPECIFICATIONS: (continued)

EXPERIENCE:

More than ten years of active practice in engineering work, with at least six of the years as a licensed Professional engineer, are required.

COMPLEXITY:

Work is very non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or very complex situations.

IMPACT OF ACTIONS:

Errors in work lead to major costs and problems; impacts are typically short-term but may have some effect on the long-term performance of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Chief Advisor to the Director. This position is typically over Deputy Directors and Assistant Directors and reports directly to the Department Director.

Indirect Supervision:

Involves supervision and evaluation of work as a Chief Advisor or equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors and City executive management. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required.

External Contacts:

Level of external contact is primarily with prominent persons. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.