

**RESOLUTION NO. -13**

**RESOLUTION AMENDING PAY CLASSIFICATION PLAN TO CREATE AN ASSISTANT CITY  
ENGINEER POSITION AND AUTHORIZE ADVERTISING**

WHEREAS, the FY14 Budget, adopted on September 3, 2013, included budgeted funds for creating a new position of Assistant City Engineer, and

WHEREAS, the Archer Company has completed the job analysis and created the job description and the pay grade (G-23) is the same as what was estimated in the budget so no additional funds are needed for the position, and

WHEREAS, there is a desire to immediately create the position in the pay plan at a Grade 23 (\$59,488/annual), advertise, and fill the position now.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

- SECTION 1: Authorizes creation of the Assistant City Engineer at a Grade 23 in the City's Pay Classification Plan and authorizes immediate advertising and filling of the position.
- SECTION 2: No budget adjustment is needed or being requested for this action.
- SECTION 3: This Resolution shall become effective immediately upon its adoption as required by law.

CODE: 2004  
FLSA: E  
GRADE: 23

**CITY OF FOLEY  
JOB DESCRIPTION, SEPTEMBER 21, 2013**

**JOB TITLE: ASSISTANT CITY ENGINEER  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, assists in directing, planning, organizing and reviewing the activities of the Engineering Department. Provides professional and technical advice and recommendations to the Mayor and/or the City Council. Reviews and ensures that subdivision plans comply with City standards and specifications. Communicates with City, County, state and federal agencies. Prepares reports for the Mayor and the City Council. Consults and directs consulting firms in the development of capital projects plans. Performs necessary math calculations for drainage and other civil engineering projects. Conducts on-site review of public works construction specifications. Trains, assigns, reviews and evaluates the work of professional, technical and clerical staff. Appears before City Council, Mayor or the public on behalf of the City Engineer to justify plans or expenditures for public works projects. Responds to requests and complaints from citizens and city officials and develops mitigation when necessary. Reports to the City Engineer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assists in managing, supervising and administering functions of the Engineering Department; ensure compliance with City/County/state/federal codes.

Advises Mayor/Council/City Administrator on engineering matters of the City.

Prepares engineering reports, property legal descriptions, contracts and correspondence; assists in authorizing progress and final payments to contractors based upon field inspections; perform field inspections and surveys as required.

Plans/organizes/coordinates/directs work of assigned staff; assists in development of goals.

Examines subdivision plans, drainage calculations, grading plans, street improvements, hydrological studies, storm drainage plans, and specifications for public works construction and development projects.

Inspects Capital Projects for adherence to plans, specifications, and compliance with City standards.

Performs engineering work for more complex Public Works construction projects.

Prepares budgets and requests for proposals for Capital Improvements projects; monitors budget expenditures; reviews/approves pay requests.

Confers with and makes presentations to various boards, commissions, government agencies, and public/private organizations.

## ASSISTANT CITY ENGINEER

Assists in compiling information and/or data for preparation of written correspondence to questions relating to engineering projects and/or policies; preparation of progress reports, research and implementation of computer application for engineering computations.

Provides public reports; answer questions in public meetings and Council work sessions; attends Planning Commission meetings and other various meetings.

Participates in long and short term planning for the department objectives.

Assists in planning programs for the Engineering Department, including specialized training events.

May review/authorize Department Purchase Orders in City Engineer's absence or direction.

Develops and evaluates Engineering Department Policies, procedures, and operations.

Assists in coordination of the Engineering Department activities.

Promotes safety in the Engineering Departments.

Maintains good public relations.

Receives and/or reviews information such as drainage calculations, pipe flows, surveys, speed limit studies, overland drainage flows and differential level notes.

Prepares and generates information such as project cost estimates, maximum storm water flows, cost comparison rental vs. purchase and speed limit study.

Refers to budgetary information, requests and complaints from citizens and requests from the Mayor and Council.

Utilizes a variety of computer software to include Excel, Word, Adobe, HydroCAD and internet browser, scanners; TR55 and TR20 drainage software, etc.

Interacts and communicates with a wide variety of groups and individuals to include citizens, Mayor, Council, engineering staff, City department heads and City employees.

Utilizes a variety of machinery and equipment to include computer, SUV, automatic level, tripod, camera, phones, etc.

Utilizes a variety of tools and/or sets of tools such as manhole cover lifting tool, screwdrivers, miscellaneous hand tools, scales, protractors and compasses.

### **ADDITIONAL JOB FUNCTIONS**

Routine housekeeping, i.e. sweeping/vacuum, replace paper towels, etc. as necessary.

Performs other duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in Civil Engineering with a minimum of three to four years of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a Professional Engineer license. Must have a driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, stoop, kneel, crawl, crouch, reach or otherwise move objects. Work involves sitting, walking or standing for periods of time. Must be able to lift/carry weights of ten to twenty pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports, maps, diagrams, schematics, etc. Requires the ability to prepare required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numeric Aptitude:** Requires the ability to perform college geometry such as deductive axiomatic geometry, plane and solid, rectangular coordinates; determines volume of flow and depth of flow in open channels with Mannings Equation, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to make extremely precise movements with hands, arms, legs and feet, e.g. professional building, professional constructing, artistic rendering, etc.

**Manual Dexterity:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have good levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to design harmonious combinations of shades, pitch, shapes, flavors, e.g. architectural designing, painting, systems designing, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## ASSISTANT CITY ENGINEER

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**