



Town of Carefree
October 2023

Town Engineer

STARTING SALARY

\$95,000 – 115,000 Annually DOQ

SUMMARY:

This position works under the general supervision of the Town Administrator. The position includes but is not limited to a combination of supervisory, administrative and professional work - planning, designing, directing and managing existing facilities, Capital Improvement Projects and the Public Works Department. This may include but is not limited to the following functional areas: All applicable Environmental/Governmental Compliance, Facilities Maintenance, Street Maintenance & Preservation, Fleet Maintenance, and review and approval of grading and drainage permits/development proposals.

MINIMUM QUALIFICATIONS:

Certification and Experience:

Registration as a Professional Engineer (PE) in the State of Arizona, and a minimum of five years of professional civil engineering experience preferably in the public sector. The ideal candidate will be a proven leader and effective manager of the Public Works Department. An equivalent combination of education and appropriate experience may be substituted. Valid Arizona Driver's License.

Knowledge of:

- principles and practices of civil engineering;
- organizing and directing comprehensive, complex projects and grants administration;
- methods, equipment, techniques, software applications and materials used in civil engineering projects;
- applicable laws, codes, ordinances, regulations, policies and procedures;
- surveying and land use principles including minor and major Land Divisions (Platting) and legal descriptions;
- principles and practices of project management, scheduling and administration;
- budget planning, preparation, cost analysis, bid and purchasing procedures and expense control;
- principles and practices of management, including budgeting, program development, and employee supervision, training and evaluation;
- civil engineering and public works operations; and
- materials, methods and techniques for the design, construction, maintenance and repair of streets, sidewalks, and public facilities.

Skill in:

- interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations;
- effectively supervising, leading and delegating tasks and authority;
- reviewing and preparing narrative and statistical reports and records;

- preparing budgets, cost estimates and monitoring the disbursement of funds;
- interpreting and applying rules, regulations, policies and procedures;
- communicating with violators and mediating difficult situations;
- operating a personal computer and software applications;
- following and effectively communicating verbal and written instructions;
- establishing and maintaining effective working relationships;
- reviewing, interpreting and checking complex engineering designs, drawings, plans, studies, computations and regulations;
- determining the Town's needs for Public Works and developing and delivering responsive programs and resources; and
- providing leadership, training, and evaluation to subordinate staff.

Ability to:

- multitask and to assign priorities to problems and work assignments when confronted with several pressing demands at one time;
- logically analyze complex workflow and resource allocations problems and develop satisfactory solutions;
- listen, communicate and work effectively with a diverse group of people including but not limited to staff, public officials and the general public;
- proficiently perform computerized word processing, comprehension, summarizing and writing/editing; and
- perform a broad range of supervisory responsibilities over others as well as perform a broad range of engineering tasks.

ESSENTIAL FUNCTIONS:

The following duties and responsibilities of this position may include, but are not limited to, any combination of the following tasks:

- Organizes, directs, coordinates and inspects the activities involved in the maintenance, operation and repair of the Town's facilities and equipment, cemetery, streets and rights-of-way; assesses the Town's needs for public works and develops, delivers and evaluates responsive services and resources.
- Fulfills the role and duties of Town Engineer, including those enumerated in the provisions of the Town Code.
- Reviews and processes subdivision proposals and plans/reports for conformance to established standards and provides input toward the development of various long and short term infrastructure plans. This includes construction plans, paving plans, grading and drainage plans/details/reports, site plans, preliminary/final plats and drainage and transportation reports; ensures compliance with requirements governing uniform construction standards, installation of utilities and amenities, platting, traffic and other factors. Review and approve parcel maps and subdivision maps; approve maps for recording.
- Coordinates with the Planning and Zoning Division on zoning cases as it pertains to grading and drainage, infrastructure impacts and needs, transportation, and general engineering concerns.
- Prepares annual budget request for department and manages department's operating and capital budget; determines priorities and allocates resources; selects, trains and evaluates public works staff.
- Develops and recommends engineering solutions to complex technical issues; approves plans in accordance with laws, rules, regulations, ordinances, codes standards, and other adopted standards and details.

- Assisting in Emergency Preparedness Planning and Documentation, responds to Emergency Situations and coordinates Disaster Recovery Operations.
- Confers with and provides technical engineering advice to consulting engineers and contractors on the design, construction, maintenance and repair of streets, sidewalks, traffic controls, and municipal structures and facilities; prepares and reviews engineering drawings, plans, project budget estimates, reports, and proposed ordinances and regulations.
- Confers with and coordinates activities with federal, state and local engineering, environmental and public works agencies; represents the Town and speaks before civic and professional organizations on public works and utility matters; conducts special studies and analyses and provides reports to the Town Administrator and Town Council on current operations and achievement of short and long range objectives.
- Administers and directs Capital Improvement Program; oversees professional service contracts for design, inspection, contract administration, construction and testing oversight. Oversee construction contracts.
- Determine scope of potential engineering projects; prepare requests for proposals and contracts for contracting service; review proposals and agreements for consultant services; oversee and supervise the development of project plans; review and approve specifications, plans and estimates.
- Create and manage the Town's Maintenance Program including street and general maintenance contracts; plan and schedule maintenance activities for assignment to appropriate Town staff and contractors; evaluate effectiveness of contract maintenance activities.
- Prepare and maintain a ten year street preventative maintenance program and provide regular updates. Incorporate preventative maintenance projects into a comprehensive Capital Improvement Plan.
- Oversee the development and maintenance of the Town's storm water drainage program and system while ensuring compliance and proper reporting to fulfill all MS4 permit requirements.
- Supervise and investigate traffic control deficiencies involving signage, striping, signalization and other traffic control devices; supervise/design traffic improvement projects.
- Manages and supervises engineering operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains; motivates and evaluates assigned staff; reviews progress and directs changes as needed. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides leadership and direction in the development of short and long range plans associated with City streets, drainage and utility systems; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department/division activities with other departments/divisions and agencies as needed.
- Recruits, selects, trains, motivates and evaluates personnel; provides or coordinates staff training; appraises employees for good work and works with employees to correct deficiencies; implements discipline and termination procedures as necessary. Meets regularly with staff to discuss and resolve priorities, workload and technical issues, assures staff compliance with policies, procedures, and regulatory standards.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares department's annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Identifies applicable codes, regulations, and requirements for assigned projects.
- Recommends policy development and implementation decisions related to Town ordinances in accord to best Engineering practices.
- Coordinates the preparation of, or develops, engineering plans and specifications, coordinates

required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors, contractors and consultants, and the selection criteria.

- Supervises and coordinates project management for the construction of the Town's public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Oversees the preparation of storm drainage, street system maps, databases, and comprehensive plans.
- Maintains the engineering library and infrastructure records.
- Assures as-built records of projects and documents necessary changes for the operation and maintenance programs.
- Responds to public or other inquiries relative to engineering procedures on specific projects and other information.
- Maintains regular contact with consulting engineers, construction project engineers, city/town, county, state and Federal agencies, professional and technical groups and the general public regarding department activities and services and the Town's interests are fully represented.
- Oversees the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.
- Provides professional engineering and utility system operations advice to supervisors and other officials; makes private and public presentations to the Town Council, commissions, civic groups and the general public.
- Works with other departments to solve engineering issues; provides interpretations of policies and procedures. Analyzes impact of existing/proposed legislation and provides recommendations to management.
- Regularly attends Town Council meetings; prepares Council agenda items relating to engineering and capital improvement projects; makes presentations for informational and decision making purposes.
- Establishes and maintains effective and supportive relationships by demonstrating courteous, professional and cooperative behavior; promotes the Town goals and priorities in a positive manner and complies with all Town policies and procedures. Protects privileged and/or confidential information.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

To successfully perform the essential functions of this position the following description represents the typical physical demands and work environment that must be met by an employee.

- Work is performed in a normal office environment located within the Town's administrative offices.
- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Must be able to multi-task in a sometimes stressful environment.
- Must always greet and acknowledge customers, residents, business interest, and decision-makers in a positive, welcoming, professional manner.
- Travel to/from meetings.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.