

City of Flagler Beach

JOB TITLE: City Engineer

DIVISION: Public Works

SUMMARY: Responsible for administrative management, technical planning and review, and operational control of the City's infrastructure: water, wastewater, and streets/stormwater, including treatment facilities, collection and distribution systems, and associated equipment; sanitation; and buildings and grounds. Reports to the City Manager and leads several subordinate supervisors.

ESSENTIAL FUNCTIONS (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.):

DUTIES AND RESPONSIBILITIES (not in any hierarchical order):

- Leads personnel engaged in utilities activities, including operational tasks, infrastructure and equipment maintenance, and capital planning.
- Ensures compliance with regulatory permits, certifications, and other relevant documents to maintain public safety.
- Provides technical engineering advice regarding the operation and maintenance of all utilities facilities and equipment: treatment facilities, collection systems, transmission and distribution networks, and pump stations.
- Develops and manages a street improvement and maintenance plan.
- Manages capital improvement projects.
- Assists in the administration of Local Agency Program (LAP) projects as required.
- Develops standard operational procedures and emergency management plans, as required.
- Assists City staff with site plan development and review, specifically as related to utility design, services, and operation.
- Prepares and submits reports, including reports on utility activities or responses to requests for engineering data or technical opinions.
- Maintains contact with consulting engineers.
- Prepares and maintains recommended Department budget and controls expenditures from the approved annual budget.
- Represents and serves as City Manager when delegated in the absence of the City Manager.
- Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of engineering management and planning.
- Knowledge of the principles and practices of civil engineering as applied to public utilities.
- Knowledge of water, wastewater, and stormwater systems.
- Knowledge of coastal engineering principles.
- Knowledge of Local Agency Program (LAP) Management practices.

- Knowledge of municipal operations, public finance, and grant administration.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to operate independently: evaluate information, make decisions, and coordinate programs efficiently.
- Ability to communicate (orally and written).
- Ability to present findings effectively to City Commissioners, City Manager, City staff, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work primarily in an office setting, including a frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds). Duties will also require outside activities, including occasionally during severe or extreme weather (heat, floods, storms). The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random, and/or reasonable suspicion drug testing.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical, Chemical, or Sanitary Engineering; or other appropriate job-related field. Possess at least seven (7) years' progressively responsible experience in a water, wastewater, or stormwater systems or environmental regulatory agency servicing a population of not less than 5,000, which includes at least three (3) years' experience in a supervisory capacity. Experience must include administrative, operational, and technical responsibilities in the water, wastewater, or stormwater fields. Registration as a Professional Engineer and possession of a valid State of Florida driver's license are required.