CITY OF LA PORTE
CITY ENGINEER / INSPECTION SERVICES MANAGER
JOB DESCRIPTION

FLSA CLASSIFICATION: Exempt **PAY GRADE: 035**

DEFINITION

Under general direction of Planning Director, manages and coordinates all activities of the Engineering Division and supervises the Inspection Services Division; performs and oversees professional field and office civil, structural and transportation engineering work related to the planning, design, construction and maintenance of City projects and programs in the areas of development, traffic operations and safety, capital improvement, storm water management, plan checking, including managing and complex engineering projects and programs; provides professional assistance and technical advice to other City departments; coordinates projects with consultants, contractors, departments and other agencies; administers professional services and construction contracts; evaluates requests for changes or additional work; directs the work of subordinate professional staff; and performs related work as required.

Duties for Inspection Services include general oversight and supervision; trouble-shooting unresolved issues of Chief Building Official related to code enforcement, permit issuance, and inspections.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director, City Manager, and Executive Staff.
Exercises direct supervision over Engineering Division and indirect supervision of various technical and clerical staff within the Inspection Services Division.

ESSENTIAL JOB FUNCTIONS

This is the advanced professional engineering and Inspection Services management position. Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignments.)

- Monitors and manages the day-to-day operations of all engineering functions as well as oversight of the Inspection Services Division including developing short and long-range goals, preparing and administering objectives and budgets, coordinating work flow and activities with other departments and agencies, overseeing records maintenance, monitoring budgets and approving and monitoring expenditures, overseeing reporting requirements, evaluating program or project services delivery and cost effectiveness; ensuring that policies and procedures are being followed or developed as needed and assisting in resolving complex problems which require professional level input.
- Supervises and assists in the planning, organization and evaluation of the functions and activities of the Inspection Services Division, including but not limited to the development and enforcement of zoning regulations as needed, code enforcement, building and housing inspections, electrical, plumbing and mechanical inspections and zoning inspections through subordinate staff.
- Conducts advanced and complex engineering and related studies, evaluates alternatives, makes

recommendations and presents reports to the Director of Planning, City Manager, Executive Staff and/or the City Council.

- Supervises professional, technical and support staff on a day-to-day or project basis, including determining workloads and schedules, developing, implementing and interpreting policies and procedures, evaluating and training staff and making hiring and termination recommendations.
- Serves as project manager on complex projects including defining project scope, selecting consultants, negotiating contracts, amendments and change orders, preparing and monitoring project schedules; monitoring, reviewing and coordinating project design and construction; evaluating contractor's requests for extra work; enforcing terms of the contract, processing payments and change orders; coordinating projects with businesses, utilities and other city departments; conducting field and construction site inspections, and resolving contract disputes.
- Prepares and directs the preparation of designs, specifications, plans, estimates and reports for Capital Improvement projects and the development and modification of City infrastructure.
- Reviews, directs the review of private development plans submitted by developers, landowners and engineers for adequacy of application and conformance to City standards.
- Prepares a variety of written materials, including staff reports, engineering reports and grant applications for engineering projects; may conduct studies and confer with the public regarding traffic and transportation issues.
- Review and analyze all code appeal requests, prepare and present reports, provide information and recommendations as needed.
- May serve as the City's, department's or program's representative with a variety of committees, commissions, businesses and community organizations; participates in professional and public meetings as required and promotes department and or City activities and objectives; maintains liaison with other regulatory and public and private entities; fosters collaborative relationships to the mutual benefit of the City and these organizations.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Performs project development for complex projects such as capital improvement, including finalizing scope of projects, preparing bid summaries, conducting bid openings, preparing project budgets and preparing cost estimates.
- Monitors and supervises design and construction, including reviewing plans, specifications, estimates and calculations and giving technical advice on corrective action.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions and ordinances.
- May act as department head in absence of Planning Director, or perform other duties of similar nature or level. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City and away from the City and to inspect various work, building or construction sites; strength to lift and carry material and equipment up to 25 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio.

QUALIFICATIONS

Education and Experience:

Graduation from a four-year college or university with major coursework in an Engineering curriculum or field related to the areas of assignment and ten years of professional engineering experience which must have included ten years of increasing project management and supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Knowledge of: (at entry)

- Engineering design theories and principles, structural design and building and site plan review;
- Principles and practices of organization, administration, management and supervision;
- Principals and practices of the City's construction codes, pertinent State regulations and other applicable city codes and ordinances;
- Principles and administration of zoning regulations and practices of land use regulation;
- Construction theories and principles;
- Surveying theories and principles;
- Budget principals and practices;
- Principles of program and project development, management and evaluation;
- Principles of capital improvement cost estimation and contract administration;
- Applicable laws, regulations, codes, policies and engineering standard practices;
- Traffic/transportation engineering principles and practices;
- Technical and professional report preparation and presentation;
- Computer applications related to the work, including basic GIS and AutoCad concepts and applications; and
- Techniques for effectively representing the City in contacts with government agencies, community groups, various business, professional and regulatory organizations, and with property owners, developers, contractors and the public.
- GIS platform familiarity including layers necessary for proper analysis of information.

Skill in: (at entry)

- Monitoring and managing program area activities, goals and objectives, evaluating effectiveness;
- Developing and reviewing engineering plans and designs for municipal public works projects and transportation projects;
- Developing and administering contracts for professional services and construction in a public agency setting;
- Effectively representing the department and the City in meeting with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals;
- Managing multiple tasks, often with competing deadlines;
- Preparing and reviewing budgets and cost estimates;
- Writing technical reports and reviewing plans, specifications, estimates and engineering calculations;
- Supervising and evaluating staff;
- Training staff and directing their work on a project or day-to-day basis;
- Communicating effectively with officials, co-workers, subordinates, the general public, representatives of public and private organizations and others sufficient to exchange or convey information and to receive work direction.

LICENSES AND CERITFICATES

Must be a Texas Registered Professional Engineer. Must have a valid Texas Driver's License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date