



**OAKCREEK**  
— WISCONSIN —

**Position:** City Engineer  
**Department:** Engineering (Engineering  
and Inspection Services Divisions)

**Unit:** Non-Union  
**FLSA Status:** Exempt

### **Summary Description**

Under the general direction of the City Administrator, manages the staff providing engineering services concerning the design, construction, and administration of all public improvement projects; and manages inspection services related to private building plan review, permitting, and private building construction inspection.

### **Supervision/Accountability**

This position is accountable to the City Administrator and has supervisory responsibilities inherent to the management of all Engineering and Building Inspection departmental staff.

### **Major Duties/Essential Functions**

This position is responsible for the overall direction and supervision of all functions, goals, initiatives, and work assignments for the Department's field and office personnel; and assisting the City Administrator as needed in potential capital and development project cost estimations and feasibility analysis.

Manages the preparation of development project documents. Reviews, coordinates, and evaluates prepared plans and specifications to ensure construction complies with engineering design specifications for public works improvements and private development projects.

Attends Common Council meetings and Board of Public Works and Capital Assets meetings, preparing and presenting agenda items at these public meetings for consideration and action by the governing body. Serves as Ex-Officio member of the Plan Commission and attends or sends a representative to attend the Plan Commission meetings.

Prepares the yearly budgetary documents for the Engineering Division, Inspection Division, and Fund 38 (Storm Water), including projected operating costs for these three divisions and capital improvement program (CIP), requests.

Provides regular verbal and written monthly reports to the City Administrator on the status of notable developments, building projects, staff activities, and department initiatives.

Utilizes and manages in-house Engineering and Inspection staff to the greatest extent possible. Supplements services with specialized outside consultant help on a minor level when necessary, and seeks approval of the City Administrator and/or Common Council when necessary to do so on a larger scale.

Reviews and approves payments to contractors and makes recommendations to the City Administrator and the Common Council in negotiating substantial contract change orders and

settlements of disputes. Verifies project completion status, reviews pay estimates, and prepares final report and resolution for Common Council acceptance and project closeout.

Provides information and other assistance to the public, elected officials, and city staff on the development and building projects and all other public improvement projects, including assuring prompt response to citizen inquiries and complaints.

**Minor Duties/Responsibilities**

Resolves customer service issues either personally, by telephone, or in writing. Maintains records and documents of customer service issues and resolutions.

Manages the maintenance of the City's public infrastructure as-built plans and records for perpetual and ready reference.

Manages staff in the investigation and resolution of residents' drainage issues.

Prepares special assessment data and reports when needed for public improvements related to developments.

Attends regular department manager meetings and provides input as appropriate.

Coordinates public utility installations and extensions with the appropriate utility companies.

Conducts public informational meetings on more extensive and impactful development and engineering projects.

Coordinates construction and development activities with building officials, inspectors, planners, engineers, fire inspectors, and various regulatory and transportation agencies.

Works and plans cooperatively with the Department of Public Works and Utility personnel in their respective planned construction activities to avoid instances of conflicting work and efficiently complete work performed by City personnel.

Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization, and methods. Confers with the City Administrator and Human Resources presenting and working to resolve complex or unique issues and discussing plans and actions to be taken.

Attends professional seminars and meetings to improve working knowledge and skills and satisfy ongoing educational requirements of maintaining professional engineering licensure.

Evaluates work performance of Engineering and Inspection staff and prepares and conducts performance evaluations. Provides recommendations, where necessary, regarding merit awards, terminations, suspensions, and other disciplinary matters to the City Administrator.

Ensures all staff presents a professional appearance at all times, including demeanor when addressing citizens and wearing the requisite neat and clean work attire.

**Knowledge**

Thorough knowledge of advanced concepts, principles, and practices of municipal engineering, construction, design, and inspection. Familiarity and some level of experience in the municipal permitting process and working within permitting software. Knowledge of engineering calculation, basic field surveying, CAD, and construction plans and specifications. Understanding of storm water management plans and inspection principles. Knowledge of policies and procedures established for the Department. Knowledge of Municipal Code and Design Manual requirements related to Engineering activities. Knowledge of drainage principles and erosion control best management practices. Knowledge of at least basic safety procedures and PPE requirements for work on construction sites, traffic, and confined space entry.

**Skill/Ability**

Ability to perform all duties and essential functions in a manner consistent with the Department's vision and mission. Skill in applying the knowledge and experience of design, engineering drafting, and interpreting construction plans and specifications. Ability to effectively and professionally communicate technical information verbally and in writing and effectively work with contractors, developers, property owners, City officials and staff, consultants, other governmental agency representatives, and the general public. Adept at making sound decisions, effectively prioritizing a multi-tasked workload, and managing staff effectively and fairly. Ability to research and obtain pertinent information through various resources, including tax records, GIS databases, abstracts, state statutes, and affidavits. Ability to read and understand codes, ordinances, and complex plan sets. Ability to work in the following software programs: *Microsoft Office*, *Adobe*. Ability to use, or to be trained in, the City's permit software program *BS&A*.

**Physical Demands**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mainly in an office setting. There will be occasional outdoor work visiting construction sites to review drainage issues or temporary inspection assignments. Must be physically capable of moving about on construction worksites, and a City vehicle will be available for this. While performing the job duties, the employee is regularly required to stand, walk, handle and operate small tools and office equipment, and reach with hands and arms. The employee is required to (sit, climb, balance, stoop, kneel, crouch, talk and hear). Possible worth removing are all indeed "Demands." Specific vision abilities required by this job include up-close, distance, color, peripheral, depth perception, and the ability to adjust focus.

**Education/Experience**

Qualified applicants must possess a bachelor's degree in civil engineering; and seven (7) years of responsible civil engineering experience, with at least five (5) years of supervisory experience. Public sector municipal engineering experience is preferred.

**License/Certifications**

Possession of a valid Wisconsin motor vehicle operator's license is required. Must be a registered Professional Engineer (P.E.) with the Wisconsin Examining Board of Architects, Professional Engineers, Designers, and Surveyors. Loss of P.E. license or registration may be cause for demotion or termination.

*The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.*



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City Administrator



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Human Resources Manager



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City Engineer

**Revision History:**  
September 30, 2021