



JOB TITLE: City Engineer

FLSA: Exempt

DEPARTMENT: Engineering

DATE: November 2025

REPORTS TO: Mayor

Salary/Hiring Range \$69,804.80 - \$128,128.00

SUMMARY OF JOB PURPOSE:

The City Engineer performs managerial, administrative and technical/specialized work functions associated with professional engineering work on behalf of the City. This job description reflects the general duties and responsibilities of this position and is not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included. This position reports directly to the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs all planning and operations to include but not limited to: Engineering, GIS, Street and Drainage Maintenance.
- Manages and assists the Public Works Director in the planning, design, construction and maintenance of streets, sidewalks, drainage structures, utility projects and other public works related projects.
- Provides effective direction and assistance with engineering functions including infrastructure and utilities engineering, transportation engineering, construction management, and development review.
- Prepares and oversees the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects.
- Provides professional and technical engineering advice to all City departments.
- Develops, recommends, and directs immediate and long-range plans, specifications, and cost estimates for public infrastructure projects; manages contract engineering and construction projects.
- Performs research functions; compiles/analyzes data; gathers and maintains information, maps, and statistics for use in planning departmental and City projects and activities; prepares/distributes related reports.
- Reviews plans for commercial development and subdivisions; reviews/interprets maps, plats, site plans, blueprints, architectural drawings, and construction plans.

- Meets and communicates with developers, contractors, engineers and the public regarding city policies, regulations, and procedures; troubleshoots and resolves issues.
- Determines priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need.
- Attends City Council and other meetings as required; responds to questions and requests for information/assistance by telephone or in person from the public, employees, officials or other persons; meets with citizens and investigates complaints about public infrastructure.
- Prepares and reviews annual budgets for all assigned departments.
- Manages personnel to include conducting performance reviews, administering corrective/disciplinary action and overseeing appropriate training.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Extensive knowledge of civil engineering principles and applicable to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Extensive knowledge and preparation and review of designs, plans, specifications, estimates, reports, and recommendations relating to a variety of projects.
- Extensive knowledge of City Codes, ordinances, resolutions, laws, recent developments, current literature, and sources of information in municipal public works.
- Extensive knowledge of environmental regulations.
- Considerable management knowledge including leadership, motivation, team building and conflict resolution.
- Knowledge of budget preparation and expenditure control.
- Knowledge of bid and contract preparation and administration.
- Knowledge of surveying methods and instruments.
- Knowledge of drafting and CAD systems.
- Knowledge of safety principles, practices, and procedures.
- Math skills to perform complex engineering calculations, estimate costs, analyze data, etc.
- Strong verbal and technical writing skills to prepare correspondence, reports, presentations, etc.
- Ability to develop and implement strategic plans to accomplish the goals of the department and City.
- Ability to direct, coordinate, and evaluate the work of professional and technical personnel.

- Ability to professionally administer complex and politically sensitive engineering programs.
- Ability to prepare and present clear, concise, and competent reports, both orally and in writing.
- Establish and maintain effective work relationships with agencies, contractors, consultants, elected officials, employees, and the public.
- Computer proficient with standard office software (Microsoft Office: Word, Excel, PowerPoint), and willing to learn and implement new software as necessary.

MINIMUM QUALIFICATIONS:

- Must have a Bachelor's degree in civil engineering or related engineering field from an accredited college.
- Professional Engineer (PE) registered in the state of Alabama required or ability to obtain within 6 months of hire date.
- Minimum of 5 years of administrative experience in the practice of civil engineering, including experience in planning and directing civil engineering projects.
- Minimum of 2 years of professional-level management experience.
- Experience in public administration or related field preferred.
- Must have a valid Alabama driving license with a driving record suitable for insurability.
- Must be willing to travel overnight to attend continuing education courses and workshops.
- Willing to work non-standard hours to attend meetings or in the event of emergencies as required.