

## **City of Hattiesburg – Job Description Engineering Department—Director of Engineering**

### **Department Mission and Responsibilities**

The mission of the Engineering Department is to enhance the health, safety, and welfare of the City by providing responsive and effective professional engineering leadership for new construction projects that are sustainable, suitable for all users, and context sensitive. The department oversees planning, design, and construction for new traffic and transportation, water treatment and distribution, wastewater collection and treatment, drainage and stormwater control, building and lighting, and airport infrastructure projects. Other responsibilities include oversight of paving and striping operations, review of subdivision plans and construction plans, participation in site plan review, water and sewer tap applications, right-of-way permitting, and providing technical consulting to other City Departments.

### **Job Context**

The Director is a full-time position in the Engineering Department. The immediate supervisor for this position is the Mayor. This person is supervised less than weekly and directly supervises 6 employees. The person in this position supervises the completion of, or completes performance evaluations for these employees, as well as makes disciplinary decisions. The Director works regular hours and may work occasional nights or weekends. Work is usually done inside in a controlled environment. The person in this position is accountable for monetary, fiscal, budgetary, safety, and legal issues related to the Engineering Department.

### **Major Duties**

- Recommends capital improvement projects; assigns and reviews capital improvement projects
- Coordinates planning, surveying, design, and construction of roadways, utility and drainage systems, water and wastewater treatment, and grading and erosion control plans
- Makes decisions on design, construction, and adequacy of the City's infrastructure; determines compliance of construction work; identifies needs and options for improvements
- Oversees compliance with the City's Complete Streets Ordinance for public projects and privately funded projects
- Oversees engineering consulting and construction contracts; makes presentations to the Mayor and Council for related agenda items
- Conducts public charrettes for transportation planning and design projects
- Oversees technical review of site plans, plats, and blueprints; oversees inspections of subdivisions
- Assigns, directs, supervises, evaluates, and disciplines personnel; coordinates daily work activities
- Interprets and applies city ordinances, regulations, and policies pertaining to subdivisions, zoning, drainage systems, and other applicable areas
- Oversees, organizes, and coordinates operations and activities of the division; develops and implements long and short term plans; implements and monitor approved budget

- Provides engineering management and guidance for construction work; resolves problems involving ROW/easement acquisition and utility relocation
- Provides information and technical assistance to developers, contractors, engineers, architects, and the general public
- Performs other related duties as assigned

### **Knowledge and Skills Required**

- Knowledge of engineering principles related to civil infrastructure projects
- Knowledge of smart growth principles including complete streets applications, context-sensitive transportation design, low-impact stormwater design, and integration of infrastructure design with form-based codes
- Knowledge of budgeting principles and practices; knowledge of municipal accounting principles and practices
- Knowledge of federal, state, and local laws relevant to department operations
- Skill in project management; familiarity with project management software
- Skill in developing and interpreting plans and specifications
- Skill in operating MS Office software; familiarity with CAD and GIS based programs
- Skill in oral and written communication

### **Minimum Qualifications**

- Must possess a Bachelor's degree in Civil Engineering from an ABET accredited university with a minimum of 5 years' experience.
- Must possess a valid driver's license at the time of hire, and maintain it throughout the course of employment.
- Must possess or obtain certification by the State of Mississippi as a registered Civil Engineer within six months of the date of hire, and maintain it throughout the course of employment.

### **Submission**

- Candidate must submit a resume to the City of Hattiesburg-Attn Mayor Johnny L. DuPree, P.O. Box 1898, Hattiesburg, MS 39403.
- Questions may be directed to Mayor Johnny L. DuPree at 601.545.4501