

City of Gering Job Posting Notice

Job Title: City Engineer/Director of Engineering

Department: Administration

Grade Level: Grade 28

Posting Period: May 9, 2019 to June 7, 2019

Application Deadline: 4:30 p.m., June 7, 2019. Applications, resumes and references are to be returned to Human Resources at the Gering City Administration Office, 1025 P Street, Gering, Nebraska.

Job Description: Attached

Advertised: www.gering.org; www.nmppenergy.org;
Nebraska League of Municipalities; Star-Herald;
SWANA; Nebraska Board of Engineers;
American Society of Civil Engineers;
www.Indeed.com;

CITY ENGINEER/DIRECTOR OF ENGINEERING ADVERTISEMENT

City of Gering, NE: City Engineer/Director of Engineering. Full service city including electric utility, city owned convention center, and golf course. Position requires graduation from an accredited four-year college or university with a bachelor's degree in civil engineering; work experience including at least five years professional engineering experience; and must possess or be able to obtain certification by the State of Nebraska as a registered Professional Engineer (P.E.) and maintain this through the course of employment. A full job description and application can be obtained at the City of Gering Administration offices or on the City of Gering website, www.gering.org. Return application, resume & references in an envelope marked "City Engineer applicant" to Human Resources, 1025 P Street, Gering, NE 69341. Applications must be received by 4:30 p.m. June 7, 2019 in order to be considered in the initial review process. Position will remain open until filled. EOE

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety (“see resume” is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

POSITION DESCRIPTION

Class Title: **City Engineer/ Director of Engineering**
Department: Administration
Date: December, 2017
Status: Exempt

GENERAL PURPOSE

Responsible for planning, organizing, performing and supervising technical engineering related work for City departments.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work effectively with other management staff, department heads, outside consultants and contractors.

Maintain effective relationships with other governmental agencies, City officials and citizens.

Understand the regulations of State and Federal regulator agencies.

Works with department leaders to establish objectives and priorities within each department.

Oversees department support staff.

Provides complex technical support to the City Administrator, City Council, and Planning Commission and other committees/commissions on engineering and public works related matters.

Develops necessary changes to City Ordinances.

Reviews and approves construction plans and bids, consultant agreements, and change orders for federal aid projects and agreements.

Ensures department compliance with applicable local ordinance and code, state statute, and federal laws and regulations that govern the activities of the department.

Studies, standardizes, and recommends department policies and procedures to improve efficiency and effectiveness of operations.

Prepares cost estimates of public works projects; assists in the preparation and recommendation of annual capital and operating budgets.

Evaluates public works needs and formulates short and long range plans to meet needs in all areas of responsibility, including but not limited to transportation, street, water, wastewater, stormwater, sanitation/solid waste, and electric maintenance.

Supervises the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Monitors & determines applicable codes, regulations, and requirements for assigned projects; ensures compliance with the most up-to-date governmental changes.

Assists department leaders in the planning, design, and preparation of plans and bid specifications for various projects and equipment purchased.

Provides oversight of entities involved in the construction of municipal public works projects.

Oversees the preparation of reviews and updates the sanitary sewer, water, storm drainage, and street system maps, sanitation, data base, comprehensive plans, and zoning/subdivision regulations.

Responds to public or other inquiries relative to department policies and procedures.

Perform other related duties as assigned or required.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering;
- (B) Work experience including at least five years professional engineering experience; and
- (C) Must possess or be able to obtain certification by the State of Nebraska as a registered Professional Engineer (P.E.) and maintain this through the course of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of the principle and practices of civil & environmental engineering as they relate to public works and utilities engineering projects;
- (B) Thorough knowledge of materials, methods, and techniques utilized in the construction, maintenance and operation of public works and utilities projects;
- (C) Knowledge of current regulations of State & Federal regulatory agencies; ability to understand and interpret regulations;
- (D) Ability to read and interpret blueprints, plans and specifications applicable to public works construction;
- (E) Ability to operate survey equipment including but not limited to GPS, Theodolites, automatic levels, measuring chains, etc;
- (F) Ability to develop computer maps and plans such as construction and site plans using computer-aided drafting system;
- (I) Ability to perform accurate mathematical calculations in the performance of job duties;
- (J) Ability to prioritize and balance competing demands in order to meet deadlines;
- (K) Ability to communicate effectively verbally and in writing.
- (L) Ability to supervise clerical workers and assigned staff.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office products; AutoCADD or other aided drafting software; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be 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 needs of the employer and requirements of the job change.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First _____ Middle _____ Date _____

Street Address (physical and mailing) _____ Home Telephone: _____

City _____ State _____ Zip _____ Cellular Telephone: _____

Have you ever applied for employment with us? _____ Date Available to Begin Work: _____

No Yes If yes, date: _____

Position Desired: _____ Pay Expected: _____

Apart from absence for religious observance, what hours are you available? _____ Are you legally eligible for employment in the United States? Yes No

Full-Time Seasonal
 Part-Time Overtime (if requested)

Have you ever been bonded? No Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? No Yes

If yes, please describe in full: _____

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin. _____

Other special training or skills (languages., machine operations, etc.), special accomplishments or awards _____

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

MILITARY Did you serve in the U.S. Armed Forces? Yes No If "Yes", in what Branch? _____

Describe any training received relevant to the position for which you are applying: _____

References we may contact:

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

Name _____ Years known _____ Telephone _____ Business _____

EMPLOYMENT Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates: _____
Describe Your Work: _____	From: _____
_____	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: _____
Reason: _____

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899