

**Assistant City Engineer**  
**City of Hailey**  
**Public Works Department**  
**Job Description**

The role of the Engineering Department is to provide the services to plan, design and manage the construction and reconstruction of public infrastructure. The Engineering Department is responsible for overseeing the design of public improvements of city streets, water and wastewater system improvements and new installations, subdivision design review and provides the final authority for infrastructure inspections. The Engineering Department prepares and oversees all public bidding processes for infrastructure contracts, prepares and updates the City Standard Specification and Improvement Drawings, provides information to the City Council as requested. In addition, the department will interface with county, state and federal agencies which have oversight responsibilities for projects within the city.

**Summary:**

Assistant City Engineer will report directly to the City Engineer. Basic responsibilities are to perform professional engineering work: monitoring, analysis, planning, budgeting, design, construction management, inspection and maintenance. Oversee the standards for inspection of public improvement projects including subdivision development. Will act on behalf of the City Engineer during absences of the City Engineer and/or as specifically delegated in order to provide for continuity of services.

**Specific Requirements:**

Position requires strong conceptualization ability, strong interpersonal, communication and organizational skills are a must, including the capability to explain complex technical issues to decision-makers, project teams and various city department heads. Provide response to citizen inquiries and complaints. Must have good oral and written communications skills and work successfully in a customer focused project oriented environment. Work is in a demanding environment that requires conflict resolution skills, a keen awareness of deadlines and excellent time management.

**Education and/or Experience:**

Bachelor's degree in Civil Engineering plus a minimum of 3 years direct related experience or a Master's degree plus 2 years direct related experience. An equivalent combination of education, experience, certification & training will be considered.

Extensive knowledge of principles and practices of civil and environmental engineering as applied to the administration, design, construction, maintenance, and financing of public works facilities, systems and improvements is required. Knowledge of engineering support services, including GIS/computerized mapping and project management is a plus.

**Certificates, Licenses, Registrations:**

A valid Idaho Driver's License is required.

Must be a registered Professional Engineer in the State of Idaho or have the ability to obtain the same within 12 months of the hire date.

**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 essential functions.

Most work is performed in a fast pace office setting. Will also, visit sites within the community for inspection or code enforcement on a regular basis.

**Physical and Mental Requirements:**

Intellectual and mental acuity is a must to perform detailed technical work and to conceptualize and carry out the long and short term goals of the Public Works Department. Candidate must occasionally lift and or move objects weighing up to ten pounds such as briefcase, books, supplies, etc. Candidate must be able to access and negotiate all levels of a construction site. Vision and hearing at correctable to normal ranges.