

## CITY ENGINEER JOB OPPORTUNITY

The City of Cottleville, Missouri, is seeking to fill a full-time City Engineer position. The City of Cottleville is one of the fastest growing communities in Missouri and maintains a diverse economy while sustaining its rich history. The complete job description and application process is available online: [www.cityofcottleville.com](http://www.cityofcottleville.com). Interested applicants should submit a cover letter, application form and resume to the City Administrator, by mailing it to 5490 Fifth Street, Cottleville, MO 63304 or emailing it to [michael.padella@cityofcottleville.com](mailto:michael.padella@cityofcottleville.com). The deadline to apply is March 28, 2024. The position will remain open until filled.

# **CITY OF COTTLEVILLE, MISSOURI JOB DESCRIPTION**

## **City Engineer**

**Department:** Community Development Department/Public Works  
**Reports to:** Public Works Director/City Administrator  
**Date:** March 2024 **Salary:** \$85,000/year

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### **PURPOSE**

To provide engineering expertise and guidance in a variety of municipal government settings including residential and commercial development plan review, public works, public infrastructure asset management/planning, roadway safety, construction management/inspection, stormwater management, and flood plain management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Advise the Public Works Director and other city officials on all matters pertaining to engineering.
- B. Oversee the preparation of plans, specifications, and bidding schedules for construction, maintenance/repair of City public works projects.
- C. Serve as project engineer on City construction and maintenance projects and related activities.
- D. Provide plan review of subdivision, land use/zoning, development, construction applications and prepare review comments and/or provide approval/recommendation to the appropriate City governing body.
- E. Conduct field inspections of construction sites/activities to ensure compliance with city codes, development, construction standards, stormwater codes, and approved plans.
- F. Assist in the development of short- and long-range capital improvement programming and crafting the appropriate budget proposals.
- G. Administers and ensures MS4 compliance, including permitting, PRP development and implementation, management of all six (6) Minimum Control Measures (MCMs), and annual inspections and reporting.
- H. Provide Flood Plain Management and administers the FEMA flood prevention program for the City.
- I. Monitors changes in standard construction and engineering practices and when appropriate recommends updates to the applicable city codes/policy to ensure best practices are followed.

- J. Fields questions and reviews concerns/complaints from the public on a variety of topics including traffic, grading, right-of-way, easements, and site construction/development issues.
- K. Attends all Board of Aldermen, Planning and Zoning Commission and other public meetings as necessary.
- L. Other engineering services as necessary for City operations.

**QUALIFICATIONS:**

- A. Must possess a valid Missouri driver's license and ability to operate a motor vehicle.
- B. Ability to read, interpret and understand civil engineering drawings, architectural drawings, records, specifications, building codes, construction plans, and proposals.
- C. Knowledge of City building, land use/zoning, stormwater, development codes and regulations.
- D. Any combination of experience and training that would likely provide the required knowledge, skills, and abilities as qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five to six years of increasingly responsible experience in any field of civil engineering such as design, construction management, or field inspection preferably in local or state government; and at least one year of job experience after receiving Professional Engineer License.

**Training:** A bachelor's degree from an accredited college or university with major course work in civil engineering or a related field with courses or seminars in mathematics, drafting, surveying, and engineering design and construction.

**License:** A current Missouri Professional Engineers License.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job – related duties requested by their supervisor.