

MUNCIE CITY COUNCIL

ORDINANCE NO. 20-21



AN ORDINANCE CREATING A CITY ENGINEER POSITION

WHEREAS, the City of Muncie requires the establishment of an in-house City Engineer for the design, coordination and management of activities for transportation, construction, and department personnel; and

WHEREAS, it is necessary to establish such a position to manage the day-to-day design, coordination and management of activities for transportation, construction, and department personnel;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF MUNCIE, INDIANA AS FOLLOWS:

Section 1. The City of Muncie shall be permitted to establish the City Engineer position as follows:

JOB DESCRIPTION

Position Title: City Engineer

Department(s): Street Department

Immediate Supervisor: Mayor

Work Schedule: Full-Time, M-F (8:00 a.m. – 4:00 p.m.)

Salary: \$70,000 - \$80,000

Overtime Status: Exempt

PRIMARY JOB FUNCTIONS:

Incumbent serves as City Engineer and is responsible for directing the activities for transportation, construction, including supervision of department personnel.

ESSENTIAL FUNCTIONS AND DUTIES:

- 1) Provide effective direction, control, and management over key engineering functions including infrastructure and utilities engineering, transportation engineering, construction management, and development review. Manage, supervise and assist subordinate staff in the planning, design, construction and maintenance of street, sidewalks, transportation facilities and other public works.
- 2) Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.

- 3) Sign plans for public works improvements. Stamp plans for work designed in-house.
- 4) Meet and confer with developers, contractors, engineers and the public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties. Ensure the effective coordination of work and project development between engineering/design components and the operations/maintenance components. Also, ensure effective coordination with the other Departments such as Community Development, Parks, Prairie Creek and Streets.
- 5) Determine priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need.
- 6) Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public. Work cooperatively with others.
- 7) Prepare and compile the city's master plans, major projects financing plan, and capital improvement program for review by the Mayor.
- 8) Maintain City of Muncie Standard Specifications for use on City infrastructure
- 9) Prepare and administer the department budget. Interpret and apply relevant codes, ordinances, rules, and regulations. Oversee and insure proper review of all private development proposals including subdivision and parcel maps and improvement plans.
- 10) Prepare and direct the preparation of various reports to staff/City Council and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness. Maintain regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the public regarding the City's activities and services. Supervise, train and evaluate assigned staff.
- 11) The City Engineer serves as a board member of the Muncie Sanitary District (MSD) and will be involved in the strategic planning and leadership of this sewer district. The MSD includes a larger number of services including sanitation pick-up, sanitary treatment facility, maintenance of storm, sanitary, and CSO networks, implementation of a CSO LTCP, maintenance of the City's levee system, a bureau of water quality, and the operation of a CNG fueling station.
- 12) Perform related duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Knowledge of: Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works. Principles and practices of management and supervision. Principles and practices of leadership, motivation, team building and conflict resolution. Principles of budget preparations

and expenditure control. Contract preparations and administration. Safety principles, practices and procedures. Operation and programs of a personal computer.

EDUCATION AND EXPERIENCE:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering.

Experience: Seven years of increasingly responsible and varied civil engineering experience including at least two years of significant supervisory responsibilities. License or Certificate: Possession of a valid certificate of registration as a Professional Civil Engineer in the State of Indiana; possession of a valid Indiana Driver's License.

Section 2. This Ordinance shall be in full force and effect upon its passage by the Common Council, its approval by the Mayor of the City of Muncie and its publication in accordance with the law.

Passed by the Common Council of the City of Muncie, Indiana this _____ day of _____, 2021.

	Yeas	Nays	Abstained	Absent
Ralph Smith	_____	_____	_____	_____
Jeff Robinson	_____	_____	_____	_____
Ray Dudley	_____	_____	_____	_____
Brad Polk	_____	_____	_____	_____
Jerry Dishman	_____	_____	_____	_____
Anitra Davis	_____	_____	_____	_____
Aaron Clark	_____	_____	_____	_____
Ro Selvey	_____	_____	_____	_____
Troy Ingram	_____	_____	_____	_____

President Muncie Common Council

Presented by me to the Mayor for his approval, this _____ day of _____, 2021.

Belinda Munson, Muncie City Clerk

The above Ordinance is approved/vetoed by me this _____ day of _____, 2021.

Dan Ridenour, Mayor of the City of Muncie

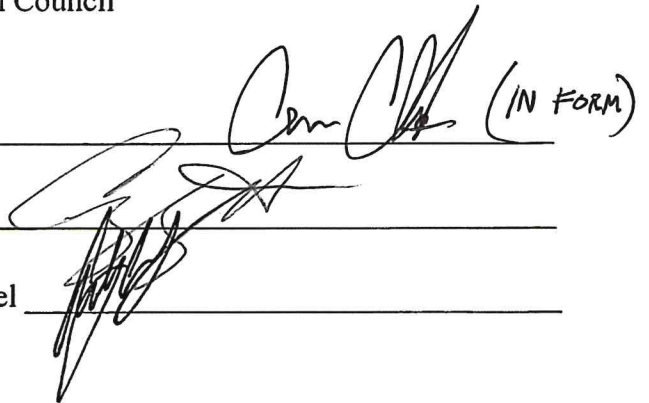
ATTEST:

Belinda Munson, Muncie City Clerk of the Common Council

This Ordinance is proposed by Council Member _____

This Ordinance is approved in form by Controller _____

This Ordinance is approved in form by Legal Counsel _____

 (IN FORM)