

TOWN OF BUENA VISTA, COLORADO
Job Title: Civil Engineer

Department: Public Works
Reports to: Public Works Director
Work Location: Public Works Shop
Status: Exempt, Full-Time
Salary Grade: 10
Pay Range: \$68,729 - \$104,171
Effective Date: 11/14/22
Revision Date: 11/14/22
Approved By: Town Administrator

GENERAL STATEMENT OF DUTIES

Position will serve in a general civil engineering capacity with a focus on water and civil engineering related to development review projects. Performs a variety of technical review and engineering tasks related to residential and commercial development, streets & transportation, storm drainage and water.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

Residential and commercial development:

1. Oversees technical review of development applications to assess and make recommendations on utilities, streets, drainage, sidewalks, water and etc.
2. Coordinates with the Planning Director and Planning and Zoning Commission on development projects.
3. Assists with recommendations for developer agreements with regards to new infrastructure and improvements to existing infrastructure.
4. Tracks installation of development-related infrastructure.
5. Conducts site inspections of newly installed or repaired connections or additions to these systems.
6. Ensures conveyance of this infrastructure to the Town according to established procedures.
7. Assists in the evaluation of transportation/traffic issues, including impact of proposed development.
8. Reviews permit applications for code compliance and engineering issues.

Stormwater, Drainage & Water:

1. Assists the Public Works Director in administering the Water Supply Protection District.
2. Participates in water resource planning and management.
3. Manages the Town's water resources portfolio, including any Designation of Assured Water Supply, recharge, and well programs to ensure a long-term sustainable water supply in compliance with Colorado law.
4. Works closely with Town's Attorney to ensure compliance with State and Federal regulations, researching water resource issues, conducting policy analysis, preparing policy papers, briefings, memos, and exploring grant opportunities.
5. Participates in developing, designing, and implementing water supply and demand management strategies to achieve water resources and conservation goals.
6. Performs a variety of duties related to water, water quantity, water rights, and water conservation programs.
7. Analyzes technical documents and writes reports, makes presentations for local groups, responds to citizen and business requests for information, and compiles information for outside agency requests.
8. Represents the Town in meetings and negotiations with agencies, water organizations, and developers. Organizations may include Upper Arkansas Water Conservancy District (UAWCD), Colorado Water Conservation Board (CWCB), Colorado Department of Corrections (CDOC), Governor's Water Task Force, Upper Arkansas Watershed Protection Partnership (UAWPP), and Advisory Boards/Commissions.
9. Advises Town administration and other departments on water resources issues, including regulatory trends, resource acquisitions, supply reductions, future costs, etc.
10. Coordinates groundwater well planning, technical analysis, budget and capital development, and maintenance programs. This may include siting studies, hydrogeological testing, and land acquisition for future well sites.
11. Analyzes water use patterns and conducts studies and appropriate economic and/or statistical analyses for water demand management alternatives.
12. Reviews Town policies, procedures, and regulations affecting water use and recommends new or revised policies, procedures, and regulations to support water resource and conservation goals.
13. Coordinates implementation of water management measures that would affect Town programs, policies, or ordinances.
14. Produces written materials for Town Board, other staff, Advisory Boards, news media, and the general public.

Project Management:

1. Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate)
2. Addresses questions, concerns, and/or complaints throughout the project.

3. Acts as a liaison between Town, agencies, citizens, and vendors.
4. Communicates and collaborates with Town departments to provide training and information required to promote new projects, programs, and systems.
5. Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
6. Ensures projects are completed on schedule and within budget.
7. Serves as project manager for Public Works construction projects, as assigned.
8. Works cooperatively with staff, consultants, contractors, and the public on project development and implementation.
9. Serve as liaison to partner agencies including but not limited to Chaffee County, City of Salida, Town of Poncha Springs, Colorado Parks and Wildlife, Colorado Department of Corrections, Upper Arkansas Water Conservancy District, and State and Federal agencies and Colorado Municipal League.
10. Attends Board of Trustees, Planning and Zoning Commission, and other Town meetings, as needed.
11. Other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of civil engineering
- Principles, methods, materials, and equipment common to municipal public works operations
- The language, methods, materials, and equipment common to maintenance and construction of municipal streets
- Colorado water law

Skills and Ability to:

- Interpret and apply a variety of department policies and procedures
- Communicate effectively both verbally and in writing
- Maintain sensitive and confidential client information
- Establish and maintain effective working relationships with coworkers, representatives of other agencies and organizations, and the public
- Analyze technical data and generate comprehensive reports and presentations
- Operate, maintain, and update computer modeling systems such as AutoCAD
- Use GIS software applications
- Use standard office equipment including a personal computer, associated hardware and software, telephone, copier, calculator, and fax machine

Supervisory Duties: None

EDUCATION AND EXPERIENCE

- **Education/Training:** Bachelor’s degree from an accredited college or university with major coursework in civil engineering required.
- CPM, CCM or equivalent project manager certification or credentials preferred.

License or Certificates: Colorado Professional Engineer certification required. Must possess and maintain a valid Colorado driver’s license.

Work Experience: At least two years of increasingly responsible work in the field of civil engineering required. Municipal experience preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

Environment: Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Some duties are performed outdoors in all types of weather conditions, including extreme heat and cold, wet weather conditions, and dry, dusty, and noisy environments.

Physical: Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must be capable of lifting and moving up to 50 pounds. May require climbing, balancing, bending, stooping, kneeling, and/or crouching.

Vision: The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.

Hearing: The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

This job description has been reviewed and approved.

Employee

Date

Supervisor

Date