

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Deputy Public Works Director/City Engineer **GR:** 120 **DATE:** 10/10/25
DEPARTMENT: Public Works **DIVISION:** N/A **FLSA:** Exempt
REPORTS TO: Director of Public Works **APPROVED:** _____ **JOB CODE:** 2000

GENERAL DESCRIPTION:

Plans, organize, directs and supervises the work of the engineering division and assigned Public Works divisions; performs complex engineering design and construction work. Work varies requiring interpretive judgement within prescribed standards and procedures.

TYPICAL DUTIES:

- Plans, organizes, directs, supervises and reviews the work of civil engineers, engineering technicians, inspectors, construction coordinator, City surveyor, & GIS supervisor in the design & construction of public works city-wide infrastructure projects; extensively coordinates planning & design with private contractors, engineering consultants, & governmental agencies.
- Administers the activities of the Engineering Division to assure quality delivery of capital projects, as well as support services to other departments. Anticipate, expedite and resolve problems in a way that enables the Engineering Division to be productive and maximize its resources.
- Works closely with the Public Works Director to support administrative Public Works Operations; Serves as the departmental director in the absence of the Director of Public Works
- Plans, organizes, directs, supervises, and reviews other assigned Public Works divisions and/or employees.
- Prepares and reviews reports, research papers and studies; directs and coordinates mapping, surveying, contract construction and contract review.
- Supervises maintenance of engineering records and office engineering work; coordinates field engineering with contractors; reviews maps and plats.
- Coordinates and implements the development of a large Capital Improvement Program; reviews purchase orders and expenditures.
- Participates in the development of the annual budget.
- Prepares & presents requests for City Commission action, Commission information memorandums, & study sessions.
- Serves as chief enforcement officer of illicit discharge and erosion control enforcement.
- Performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Directs the engineering division and other assigned Public Works divisions.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent the following:

- A Bachelor of Science degree in Civil Engineering is required.
- Must possess a Kansas Professional Engineers license, or ability to obtain license within six (6) months from the start date of employment.
- Five (5) years of engineering experience is required.
- Must possess a valid Kansas driver's license.
- Experience in municipal government preferred.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Maintain extensive knowledge of planning and designing municipal public works. (Daily)

ESSENTIAL JOB FUNCTIONS (CONT'D.):

Plan, coordinate and schedule engineering and construction projects effectively in accordance with approved policies and time constraints. (Daily)
Maintain maps and records. (Daily)
Review plans and specifications. (Daily)
Enforce city policies and standards to meet public needs. (Daily)
Speak clearly and concisely before groups. (Daily)
Effectively assign and supervise personnel. (Daily)
Effectively conduct studies and investigations. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to negligible amount of force constantly to move objects.
Climbing/Balancing: Minimal, ability to sit, stand, climb ladders, and negotiate uneven surfaces.
Stooping/Bending: Frequently.
Stand/Sit: Sit about 85 percent of the time.
Reaching: Frequent, overhead as well as horizontal.
Vision: Adequate to perform essential functions.
Color Vision: Adequate to perform essential functions.
Hearing: Adequate to perform essential functions.
Speech: Frequently express ideas and be understood.
Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability.
Manual Dexterity: Frequently operates precision equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside 75 percent of the time.
Cold/Heat: Controlled 75 percent of the time.
Wet/Dry: Controlled 75 percent of the time.
Noise/Vibrations: Equipment noise 10 percent of the time.
Hazards: Limited exposure to chemicals.
Fumes/Dust/Odors: Limited exposure.
Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.
Ability to understand and apply mathematical concepts accurately.
Ability to listen to and apply information and instructions.
Ability to organize information for concise written and oral presentation.
Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, tablet, copy machine, scanner, mobile electronic device, calculator, and two-way radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.