

1 Introduced March 11, 2008, by Councilman
2 Canada, seconded by Councilman Hursey, (by
3 request of Administration)

4 **Item No. 08-03-2714**

5 **ORDINANCE NO. 3463**

6
7 An ordinance amending Ordinance No. 3402, adopted May 24, 2007,
8 upgrading the positions of Engineer and Assistant Director of Engineering.

9 WHEREAS, the City Administration has requested upgrading the positions of
10 Engineer and Assistant Director of Engineering positions in the Engineering Department
11 due to market conditions; and

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13 WHEREAS, the Civil Service Board approved these reclassifications at its
14 meeting of February 13, 2008; and

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16 WHEREAS, the position of Assistant Director of Engineering is funded with
17 the FY2008 Budget; and

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19 WHEREAS, the position of Engineer is not currently funded.

20
21 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
22 hereby amend Ordinance No. 3402, adopted May 24, 2007, to upgrade the position of
23 Engineer from Grade 13 to Grade 14, and Assistant Director of Engineering from Grade 14
24 to Grade 15 and does further approve the attached job descriptions.

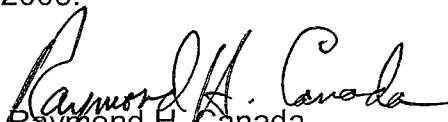
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26 BE IT FURTHER ORDAINED that Administration may fill either the position of
27 Engineer and/or Assistant Director of Engineering at any step within the pay grade.
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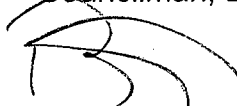
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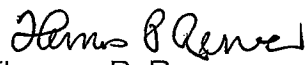
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ORDINANCE NO. 3463
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ADOPTED this 8th day of April, 2008.


Raymond H. Canada
President of the Council
Councilman, District E


Ben O. Morris
Mayor


Thomas P. Reeves
Council Administrator

DELIVERED	4/9/08
3:30 pm	to the Mayor
RECEIVED	4/15/08
12:50 p.m.	from the Mayor

Other Responsibilities:

1. Coordinates sidewalk inspection, maintenance and enforcement programs.
2. Monitors inter-governmental actions affecting public works operations.
3. Assists in the training of other city personnel in public works design and construction techniques.
4. Performs other work-related duties as assigned.

Education, Experience, and Skills Required:

1. Graduation from a four-year LA accredited college or university with a degree in civil engineering or a closely related engineering field; and
2. Prefer one year previous professional civil engineering experience; however, recent college graduate without experience is acceptable
3. Any equivalent combination of education and experience.
4. Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; considerable knowledge of applicable City policies, laws, and regulations affecting Division activities;
5. Considerable skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment.
6. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
7. Must possess a valid State driver's license or have the ability to obtain one prior to employment;
8. (B) Registration as a Engineer In Training (EIT);
9. Must be physically capable of moving about on construction work sites and under adverse field conditions.

POSITION DESCRIPTION

Class. Title:	Assistant Director of Engineering	Effective Date:	March 12, 2003
		Pay Grade:	15
Department:	Engineering	FLSA:	Exempt

GENERAL PURPOSE

Professional Engineer position requiring detailed knowledge of small to large-scale public works/ public utilities projects and the ability to operate analytical software used in assessing municipal engineering problems, including drainage, water system, sewer system, and traffic systems. This position also requires the capability to represent or replace the City Engineer in the event the City Engineer is unavailable or incapacitated, including signing and stamping design plans, specifications, and other documents, as required.

SUPERVISION RECEIVED

Works under the general supervision of the Director

SUPERVISION EXERCISED

Serves as the lead worker over other engineers and other personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Reviews and approves private project development permit applications, including plans and drainage detention calculation analyses, for compliance with codes, regulations, and other federal, state, and local requirements.
2. Determines applicable codes, regulations, and requirements for capital projects.
3. Tracks budget and costs of capital projects and reports to City Engineer or other administration officials, as requested.
4. Designs public works or utilities projects, including preparation of specifications and supervision of drawings preparation.
5. Coordinates advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
6. Project management of capital projects including ensuring contractor compliance with time and budget constraints stipulated in the contract, coordinating field inspections, preparing change orders, if required, and issuing substantial completion documentation.
7. Prepares sewer, water, drainage, and street system maps, databases, and comprehensive plans.
8. Supervises maintenance of engineering library and infrastructure records.
9. Documents necessary changes for operation and maintenance programs and assures as-built records of projects.
10. Performs or supervises field investigations and data acquisition/ analysis in response to administration or public inquiries; then prepares a report of findings including, if applicable, an engineering cost estimate for feasible alternatives.
11. Reviews and approves development permits, utility permits, street use permits, culvert permits, and franchise utility permits.
12. Evaluates traffic impact studies for development proposals, permits, or rezones.
13. Performs traffic studies and prepares a report of findings with recommendations to the City Engineer or other administration official, as requested.
14. Designs and provides project cost estimates for traffic control projects.
15. Advises and assists the Public Operations Department in solving problems related to installing and maintaining drainage, water, sewer, streets, and traffic infrastructure.

16. Coordinates with the Public Operations Department and the City Engineer in issuing work orders for the annual maintenance contract and supervises inspection of the work performed under the annual maintenance contract.
17. Advises and assists the Planning Department, the Permits Department, and other departments on private and public projects regarding FEMA regulations, street and drainage issues, water and sewer system information, and traffic design and analysis.
18. Maintains regular contact with consulting engineers; construction project engineers; city, parish, state, and federal agencies; professional and technical groups; and the general public regarding city-related activities and services.
19. Coordinates with other federal, state, and local governmental agencies for permit applications, approvals, and other data submission required to implement capital projects.

OTHER RESPONSIBILITIES

1. Represents the City Engineer in his/ her absence.
2. Attends City Council meetings or other “after hour” meetings, if necessary.
3. Advises elected City officials in the absence of the City Engineer.
4. Supervises generation and execution of contracts and conducts pre-bid and preconstruction meetings.
5. Monitors intergovernmental actions affecting public works operations.
6. Serves on the city geographical information system (GIS) steering committee.
7. Trains other Engineering Department personnel in design and construction techniques.
8. Stamps and signs plans, specifications, and other documents, as required, in the absence of the City Engineer.
9. Performs other work-related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a four-year accredited college or university with a Bachelor’s Degree in Civil Engineering.
2. Must be a registered professional engineer (P.E.) in the state of Louisiana.
3. Minimum 3 to 5 years of experience in public works.

Necessary Knowledge, Skills and Abilities:

1. Ability to communicate effectively orally and in writing with employees, consultants, other governmental agency representatives, City officials, and the general public.
2. Thorough knowledge of civil engineering principles, practices, and methods applicable to a municipal setting as well as considerable knowledge of applicable City policies, laws, and regulations affecting municipal activities.
3. Ability to conduct necessary engineering research and compile comprehensive reports.
4. Considerable skill in arriving at cost estimates on complex projects.
5. While performing the duties of this job, employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, sit and occasionally required to climb and balance, stoop, kneel, crouch, or crawl. The employee is required to talk, see, and hear.

SPECIAL REQUIREMENTS

1. Must possess a valid state driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Phone; personal computer including word processing, spreadsheet, graphics, and database software; copy machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 the essential functions.

The work environment is an indoor, climate-controlled office and may frequently require the individual to work outside in the elements. The noise level in the work environment is moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Civil Service Personnel Director

Approval: _____
Department Director

Current Engineering Situations in other Parishes and Cities

Plaquemines Parish – Does not currently have a position of Asst. Director of Engineering but does have a vacancy for a Civil Engineer. Their salary range starts in the mid 40,000's but he has been advertising at \$55,000 both locally and nationally and has gotten no response except from foreigners seeking entrance to the United States.

St. Bernard Parish – Does not currently have a position for Asst. Director of Engineering. He does have three engineers: an Engineer in training who makes \$58.00 hour; a Mechanical Engineer who makes \$70.00 hour and an Engineer who makes \$45.00 hour. They are currently looking at the salary of the Engineer and will raise his hourly rate.

St. Tammany Parish – They do not currently have an Asst. Director of Engineering position. They have two positions for Engineers: Director of Engineering who has recently left and was making \$95,647. The range for that position was \$84,630 to \$105,475. The Project Engineering Coordinator position which has a range of \$76,264 to \$95,199. The current person is assuming some of the duties of the Director and currently makes more than the former Director.

Hammond- Does not have an engineering department. They contract out all of the services and pay in the hundred of thousands for the service. She was not sure what was budgeted for 2008.

Mandeville – Does not have a position for Asst. Director of Engineering. Mandeville has a non-degreed Engineering Asst. making \$56,721. Current contracts out most engineering work to Meyer Engineering for around \$250,000 this year and spent close to half a million last year for engineering services.

Covington – Does not have an Engineering department. They have a gentleman who they contract services from for engineering projects. She is not sure what they pay for the contracted service.

Slidell - We are currently budgeted to pay Meyer Engineering for \$36,000 worth of services. The rate per hour for a registered Engineer is \$115 per hour. At that rate if we used them for the equivalent of one FTE we would pay out \$239,200 for the year. They charge us \$80 per hour for a graduate engineer that is equal to a new graduate straight out of school who cannot sign off on projects.

Civil Engineer-Journeyman Level - population 10,000 - 99,000

Brief Description:

Applies standard engineering techniques, procedures and criteria to the design and development of specific engineering projects. Coordinates activities of technicians, drafters and consultants involved in engineering projects. Prepares and reviews reports, cost estimates and makes recommendations. Education: Bachelor's Degree, Civil Engineering; Experience: 4 years.

City	State	Count	Job Title	Min Salary	Max Salary	Average
City of Tuscaloosa	Alabama	1	Storm Drainage Eng.	\$65,061	\$65,061	\$65,061
City of Auburn	Alabama	3	Civil Engineer	\$66,702	\$47,487	\$71,828
City of Palm Coast	Florida	1	Civil Engineer	\$69,500	\$69,500	\$69,500
City of Naples	Florida	1	Engineer II	\$73,500	\$73,500	\$73,500
Town of Davie	Florida	1	Proj. Mgr.	\$67,362	\$67,362	\$67,362
County of Highlands	Florida	1	Proj. Mgr.	\$53,020	\$53,020	\$53,020
City of North Port	Florida	1	Engineer	\$70,000	\$70,000	\$70,000
City of Tamarac	Florida	1	Engineer	\$43,000	\$43,000	\$43,000
Town of Palm Beach	Florida	1	Engineer	\$62,371	\$62,371	\$62,371
City of Sebastian	Florida	1	Utilities Engineering Manager	\$51,301	\$51,301	\$51,301
City of North Miami Beach	Florida	1	Utilities Engineering Manager	\$66,600	\$66,600	\$66,600
City of Port Orange	Florida	1	Utilities Engineering Manager	\$52,000	\$52,000	\$52,000
City of Pinellas Park	Florida	1	Civil Engineer-Designer	\$61,025	\$61,025	\$61,025
County of Glynn	Georgia	1	Engineer II	\$46,404	\$46,404	\$46,404
City of St. Marys	Georgia	1	Project Engineer	\$44,200	\$44,200	\$44,200
City of Albany	Georgia	1	Civil Engineering Superintendent	\$70,887	\$70,887	\$70,887
City of Alpharetta	Georgia	1	Project Engineer	\$56,572	\$56,572	\$56,572
City of Decatur	Georgia	1	Engineer	\$51,043	\$51,043	\$51,043
County of Loudon	Tennessee	1	ENGINEER II	\$55,000	\$55,000	\$55,000
City of Germantown	Tennessee	2	ENGINEER II	\$62,278	\$62,278	\$62,278
City of Southlake	Texas	1	Civil Engineer	\$60,042	\$60,042	\$60,042
City of Pearland	Texas	1	EIT	\$59,107	\$59,107	\$59,107
City of Frisco	Texas	1	Project Manager	\$58,177	\$58,177	\$58,177
Town of Addison	Texas	1	Senior Civil Engineer	\$66,186	\$66,186	\$66,186
City of Euless	Texas	1	Project Engineer	\$69,019	\$69,019	\$69,019
City of Rowlett	Texas	1	Engineer	\$59,216	\$59,216	\$59,216
City of Round Rock	Texas	1	Civil Engineer-Journeyman Level	\$54,610	\$54,610	\$54,610
City of De Soto	Texas	1	STAFF ENGINEERING	\$46,812	\$46,812	\$46,812
City of the Colony	Texas	1	Civil Engineer	\$65,000	\$65,000	\$65,000
City of Colleyville	Texas	1	Civil Engineer	\$53,560	\$53,560	\$53,560
City of Allen	Texas	2	Civil Engineer	\$74,454	\$72,959	\$75,948
City of Longview	Texas	1	Civil Engineer	\$62,500	\$62,500	\$62,500
Average				\$59,578	\$59,019	\$60,608

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Assistant City/County Engineer - Population 10,000 - 99,000

Brief Description:

Assists in the construction and maintenance work on the city/county's road system. Position requires a Bachelor's degree and 4-6 years experience.

City/County	State	Position	Count	Min. Salary	Max. Salary	Average Salary
County of Chilton	Alabama	Asst. Engineer	1	\$40,001	\$40,000	\$40,000
City of Tuscaloosa	Alabama	Eng. Mgr.	1	\$63,779	\$63,779	\$63,779
City of Opelika	Alabama	Asst. City Engineer	1	\$49,890	\$49,890	\$49,890
County of Limestone	Alabama	ASSISTANT CO. ENGINEER	1	\$61,481	\$61,481	\$61,481
City of Auburn	Alabama	Assistant City Engineer	1	\$72,000	\$72,000	\$72,000
City of Delray Beach	Florida	Assistant City Engineer	2	\$65,322	\$68,702	\$76,356
Town of Jupiter	Florida	Asst. Town Engineer	1	\$71,115	\$71,115	\$71,115
City of Cooper City	Florida	Asst. Utilities Director	1	\$66,294	\$66,294	\$66,294
City of Pompano Beach	Florida	Civil Eng. III	1	\$82,216	\$82,216	\$82,216
Town of Davie	Florida	Asst. City Eng.	1	\$80,004	\$80,004	\$80,004
City of Melbourne	Florida	Proj. Eng.	1	\$77,356	\$77,356	\$77,356
Village of Royal Palm Beach	Florida	Proj. Eng.	1	\$72,355	\$72,355	\$72,355
City of Hallandale Beach	Florida	Proj. Eng.	1	\$56,992	\$56,992	\$56,992
City of Tarpon Springs	Florida	Superintendent of Engineering	1	\$68,854	\$68,854	\$68,854
City of Deerfield Beach	Florida	Assistant City Engineer	1	\$97,247	\$97,247	\$97,247
City of Plant City	Florida	Assistant City Engineer	1	\$54,600	\$54,600	\$54,600
City of Casselberry	Florida	Assistant City Engineer	1	\$62,484	\$62,484	\$62,484
City of Lakeland	Florida	Civil Engineer Manager	1	\$88,795	\$88,795	\$88,795
County of Glynn	Georgia	Engineer III	1	\$57,137	\$42,740	\$68,384
City of College Park	Georgia	Asst. City Engineer	1	\$51,866	\$51,866	\$51,866
County of Columbia	Georgia	Manager V	1	\$49,400	\$49,400	\$49,400
City of Decatur	Georgia	Assistant City Engineer	1	\$74,069	\$74,069	\$74,069
City of Owensboro	Kentucky	Asst. City Engineer	1	\$50,944	\$50,944	\$50,944
City of Jackson	Tennessee	Deputy Town Engineer	1	\$53,972	\$53,972	\$53,972
Town of Collierville	Tennessee	Assistant To Town Engineer	1	\$67,998	\$67,998	\$67,998
Town of Farragut	Tennessee	Assistant Engineer	1	\$50,000	\$50,000	\$50,000
City of Pearland	Texas	Assistant Engineer	1	\$75,084	\$75,084	\$75,084
Town of Flower Mound	Texas	Assistant Engineer	1	\$90,000	\$90,000	\$90,000
City of Keller	Texas	Project Engineer	1	\$55,907	\$55,907	\$55,907
City of Tyler	Texas	Project Engineer	1	\$56,904	\$56,904	\$56,904
City of Rowlett	Texas	Assistant City Engineer	1	\$77,064	\$77,064	\$77,064
City of Lake Jackson	Texas	Assistant City Engineer	1	\$55,756	\$55,756	\$55,756
County of Liberty	Texas	ASSISTANT ENGINEER	2	\$23,462	\$23,462	\$23,462
City of Mc Kinney	Texas	Assistant Director of Engineering	1	\$88,847	\$88,847	\$88,847
City of Coppell	Texas	Assistant City Engineer	4	\$81,506	\$81,506	\$81,506
City of Bryan	Texas	Assistant City Engineer	6	\$72,650	\$72,650	\$72,650
Average				\$65,649	\$65,343	\$66,268

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