The City of Des Moines is seeking an innovative Deputy City Engineer to support the current and future development initiatives for the betterment of the community. Reporting directly to the City Engineer, this is a highly responsible position.

Required Knowledge, Skills and Abilities Include:

- Comprehensive knowledge of the principles and practices of civil engineering and design, including the materials, methods, and practices of municipal public works construction.
- Comprehensive knowledge of federal, state and municipal rules, regulations and codes relating to City projects.
- Comprehensive knowledge of contract law and administration.
- Comprehensive knowledge of construction law and bonding requirements.
- Comprehensive knowledge of government budgeting principles, accounting and financial management, real estate and right-of-way requirements and practices, and Special Assessment Law.
- Ability to lead, manage and administer the functions of staff in completing complex projects.
- Ability to supervise, train, evaluate and coordinate the work of others.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

About the City of Des Moines

The City of Des Moines, Iowa, covers 80 square miles with a population of about 198,000 citizens. The Des Moines Core-Based statistical area which includes adjoining counties and cities is comprised of a population of about 504,000. Approximately 65,000 citizens travel to the downtown business area daily. Des Moines is a major center for the insurance industry and also has a sizeable financial services and publishing business base. It is the home of the annual State Fair each August and is host to numerous conventions and trade shows.

As Iowa's capital, Des Moines is a hub of government action, business activity, arts and cultural affairs. Des Moines offers some of the nation's best schools, superb public services, and friendly, caring neighborhoods.

Affordable housing, one of the nation's shortest commute times and an increasingly diverse population, make Des Moines a wonderful place to live, work and visit.

SALARY
$60,000-$111,716 annually

HOW TO APPLY
Complete an online application found on the City of Des Moines' webpage at
www.dmgov.org

CONTACT INFORMATION
City of Des Moines
Human Resources Department
400 Robert D. Ray Drive
Des Moines, IA 50309-1891
Phone: 515-283-4213 Fax: 515-237-1680
Photography provided by Randy Wetmore, Assistant City Manager

THE CITY OF
DES MOINES, IOWA

Invites your interest in the position of

Deputy City Engineer

CITY OF DES MOINES

AN EXTRAORDINARY OPPORTUNITY.

randy wetmore images

DES MOINES IS A THRIVING COMMUNITY THAT BOASTS CULTURAL DIVERSITY, AS WELL AS A MAJOR CENTER FOR THE INSURANCE INDUSTRY.

ABOUT THE POSITION

The principal function of an employee in this class is to administer and manage the Contracts and Real Estate Division of the Engineering Department. The work is performed under the direct supervision of the City Engineer but extensive leeway is granted for the exercise of independent judgment and initiative. The incumbent may act for the City Engineer in his absence and may serve as Project Manager on special assignments. Supervision is exercised over the work of all employees in the division. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with government officials, private contractors, engineers, City employees and the public.

EDUCATION, EXPERIENCE, AND LICENSE REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a closely related field; and
- Extensive experience in civil engineering including responsible supervisory or administrative work.
- Registration in Iowa as a Professional Engineer.

Duties and Responsibilities Include:

- Provides management, supervision and administration for the Contracts and Real Estate Division of the Engineering Department, including employee evaluations, personnel issues, preparation and enforcement of department policies, and direction to employees.
- Provides contract administration for all public improvement contracts awarded by the City, which includes scheduling, preparation of proposals, contracts and bonds, and directs and reviews the bidding process and opening of proposals, preparing final contracts and bonds, preparing City Council Roll Calls, council information letters, fact sheets and maps, budget documents, contract awards, change orders, payments, final acceptance and other documents.
- Provides contract administration for private construction contracts for the City.
- Administers the City Contract Compliance Program.
- Supervises and directs compliance with Davis Bacon and related Acts on federally funded construction projects.
- Serves as coordinator with HUD Labor Relations.
- Directs and administers the departmental cost accounting system for project management.
- Prepares various reports for project funding and reimbursement to comply with various local, State and Federal requirements.
- Provides fiscal administration of the City's Capital Improvements Program.
- Serves as functional specialist for implementation and maintenance of the City Accounting projects module for all City departments; directs and oversees departmental staff associated with projects module.
- Directs and oversees Operating Budget Control for all department divisions.
- Makes recommendations and decisions on computer systems including CAD, workstations and software, Geographic Information System (GIS), department data bases, work processing and general office software.
- Provides general oversight of Real Estate processes for acquisition and disposal of property required for City purposes.
- Provides review and administrative approval of requisitions for materials, equipment, and services for the Engineering Department.
- Performs preparation of special assessment policy and interpretation and enforcement of State and municipal codes regarding special assessments.