

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Assistant Public Works Director /City Engineer Revision Date: 06/2026
EEO Category: Professional
Status: Exempt (Prof)
Control No: 20580

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the direction of Public Works Director, provides leadership and oversight for all engineering, capital improvement, infrastructure planning, development review, utility regulatory compliance, and asset management. Assists the Director in department-wide administration, budgeting, strategic planning, and interdepartmental coordination. Serves as the principal technical advisor for the City's infrastructure systems and engineering matters.

III. Essential Duties

- Under the direction of the Public Works Director responsible for engineering, regulatory compliance, long range planning, asset management program support, and capital improvement program implementation for the Department in coordination with the Operations Manager.
- Represent the Public Works Director at meetings or functions within the department, with other City departments, and outside organizations.
- Provide as-needed technical assistance and consultation for City Council and Planning Commission
- Interact and coordinate with other City departments.
- Attend and serve on various committees and boards as needed.
- Supervise reviews and approvals of Public Works related infrastructure in new subdivisions or related development.
- Oversee and assure compliance with state storm water quality permit compliance (Utah Pollution Discharge Elimination System or UPDES)
- Oversee and assures City's compliance with State of Utah and FEMA flood map administration of the National Flood Insurance Program (NFIP).
- Manage the City's water rights portfolio to ensure adequate water resources for future demands.
- Oversee and research funding opportunities; prepare grant applications and represent city in assisting lobbying efforts for Capital Improvement funding requests at federal, state, and local levels.
- Manage Engineering Division budgets and oversee preparation of Capital Improvement budgets and requests.
- Oversee right-of-way negotiation and appraisals.
- Hire, train, supervise, direct, discipline and evaluate personnel in the engineering division.
- Serve as custodian of records of public improvements as described in Utah Code Ann. 10-3-903.

IV. Marginal Duties:

- Respond to public inquiries, complaints, and requests.
- Respond to emergencies.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in civil engineering or related field, with a preference for a graduate degree in engineering or a related field.

Experience: Requires minimum seven years engineering experience, three of which must include supervisory responsibilities. May substitute up to two years additional education for two years of non-supervisory required experience.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Certificates/Licenses: Valid Utah Driver's License required. Current Professional Engineering License in the state of Utah required as described in Utah Code Ann. Section 10-3-902. Grade IV Utah Water Operator (Distribution) certification required 1 year after hire.

Knowledge of: Engineering principles, procedures and practices; principles of management and budgeting; principles of maintenance and construction of utility related projects; OSHA safety standards, FEMA flood insurance laws and administration, and EPA water standards as well as other related local, state, and federal regulations; water utility system facilities and equipment and operations for storm drainage systems and aA working knowledge of the City's streets and transportation systems as well as other major department functions.

Responsibility for: Supervising support staff, managing multiple assignments, organizing, delegating, and establishing meaningful goals; coordinating department-wide activities that facilitate the operational needs of each division or section; great responsibility for making decisions which affect others - what they do, how to do it and when; full supervision of staff members in the Engineering Division of Public Works.

Communication Skills: Ability to furnish and obtain information from other departments; contact other departments with tact and judgement to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff; inform department employees about events, policy changes, and other department related programs. Frequent attendance at public meetings or group meetings required.

Tool, Machine, Equipment Operation: Regular use of office equipment, including a computer, printer, telephone, copy machine, calculator, and cell phone. Regular use of a City or personal vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals, prepare, and present highly complex reports in verbal and in written form; establish effective working relationships with other department management and employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well-developed sense of strategy and timing.

VI. Working Conditions

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; employee will sit or stand for long periods of time indoors or outdoors. Constant seeing, talking, and hearing are required for the performance of all job tasks; required to push, pull, or lift up to 50 lbs; frequent stooping, crouching and bending.

Work Environment: Employee will work in a generally comfortable office setting. Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines; frequent field work with exposure to traffic, dust, noise, various weather conditions and construction site hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPARTMENT APPROVAL: _____ DATE: _____

PERSONNEL APPROVAL: _____ DATE: _____