



**TOWN OF BUENA VISTA**  
**Job Title:**  
**Civil Engineer**

Department: Public Works	Pay Grade: 9
Reports to: Public Works Director	Wage Range: \$64,204 - \$97,313 Annually
Work Location: Public Works Shop	Origination Date: 03/2009
FLSA Status: Exempt	Revision Date: 10/12/2023
Full Time: 40 hours per week	Approved By: Brian Berger

**JOB SUMMARY**

The Civil Engineer will perform development reviews of town infrastructure, residential, and commercial development projects. This person will perform a variety of technical reviews and engineering tasks related to streets, transportation, storm water drainage and water issues. This person will also serve as project manager for specific Town projects.

**JOB 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**

- Conducts technical review of development applications to assess and make recommendations on utilities, streets, drainage/stormwater, sidewalks, water etc.
- Coordinates with the Planning Director and the Planning and Zoning Commission on development projects.
- Gives recommendations for developer agreements regarding new infrastructure and improvements to existing infrastructure.
- Tracks installation of development-related infrastructure, including but not necessarily limited to participation in or coordination of pre-construction meetings, recurring construction meetings, final walk throughs, creation of punch lists, review of as-built submittals, and warranty inspections.
- Ensures conveyance of this infrastructure to the Town according to established procedures.
- Evaluates transportation/traffic issues, including impact of proposed development.
- Reviews permit applications for code compliance and engineering issues.

**Streets, Stormwater and Water**

- First point of contact for any Town street or highway (i.e., CDOT) projects that need to be created, evaluated, reviewed or tracked.
- Primary liaison to San Luis Valley Transportation Planning Region Committee Meetings and projects.
- Assists the Public Works Director in administering the Water Supply Protection District and implementation and tracking of the Source Water Protection Plan
- Participates in water resource planning and management.
- Participates in developing, designing, and implementing water supply and demand management strategies to achieve water resources and conservation goals.
- Performs a variety of duties related to water, water quantity, water rights, and water conservation programs.
- Coordinates water planning, technical analysis, budget and capital development, and maintenance programs. This may include siting studies, hydrogeological testing, and land acquisition for future well sites.
- Analyzes water use patterns and conducts studies and appropriate economic and/or statistical analyses for water demand management alternatives.

**Project Management**

- Coordinates capital improvement design, construction, maintenance and inspections of Town streets, stormwater and infrastructure
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uhfrp p hggdwrq#r#p l#j dwrq# #l#n/#qfoxglj #hup hgdwrq#r#k#h#sumfw#p#s#sursudw#
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between Town, agencies, citizens, and vendors.
- Communicates and collaborates with Town departments to provide training and information required to promote new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Ensures projects are completed on schedule and within budget.
- Serves as project manager for Public Works construction projects, as assigned.
- Works cooperatively with staff, consultants, contractors, and the public on project development and implementation.
- 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.
- Attends Board of Trustees, Planning and Zoning Commission, and other Town meetings, as needed.
- Other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES**

- None

## **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.

### **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.

## **EDUCATION AND EXPERIENCE**

- **Education/Training:** Bachelor's degree from an accredited college or university with major coursework in civil engineering required.
- **License or Certificates:**
  - Colorado Professional Engineer certification is preferred.
  - CPM, CCM or equivalent project manager certification or credentials preferred.
  - Must possess and maintain 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.

**ACKNOWLEDGEMENT**

By signing below, you are acknowledging that you are in receipt of this job description:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name