



**CITY OF MESQUITE (NV)**  
invites applications for the position of:

## Engineer

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<b>SALARY:</b>	\$85,000.00 Annually
<b>DEPARTMENT:</b>	Public Works
<b>DIVISION:</b>	Administration
<b>OPENING DATE:</b>	08/30/22
<b>CLOSING DATE:</b>	10/28/22 11:59 PM
<b>DESCRIPTION:</b>	

*Job descriptions/specifications are intended to indicate the essential functions and levels of work difficulty of the position and are not intended to describe in detail all of the position's specific duties and responsibilities nor exclude other duties of similar level or difficulty. Additionally, it is not intended to limit management's rights to assign, direct, and control the work of employees under their supervision.*

### **DEFINITION**

Perform highly responsible, technical engineer work, conducting engineering surveys, collecting data, and performing and overseeing drafting and design work, project administration, field and office assignments requiring highly technical engineering skills. Serve at the pleasure of the City, subject to the terms of their employment agreement.

### **EXAMPLES OF DUTIES:**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Under the direction of the Public Works Director, plan and direct the work of the Engineering Department.
3. Certifies all maps per NRS.
4. Review departmental programs and provide general leadership and direction.
5. Report to and advise the Public Works Director on pertinent Engineering concerns and/or problems.
6. Prepare and recommend ordinances, resolutions, and contracts.
7. Participate in conferences with other governmental officials to arrive at solutions to mutual problems.
8. Represent the City on or before various outside boards, commissions, and civic groups on matters relating to Engineering.
9. Direct the preparation and maintenance of necessary records and reports.
10. Review proposed private development to ensure regulatory compliance of subdivision maps, surveys, parcel maps, tract maps, lot line adjustments, legal descriptions, easements, street vacations prepared by private engineers for the development of subdivisions and work within public rights-of-way.
11. Evaluate long-range needs for municipal engineering projects, prepares reports and makes recommendations.
12. Develop engineering and architectural criteria and sustainable guidelines for criteria for the design for City projects to ensure the quality of materials and construction methods.
13. Review and approve plans prepared by private engineers for the development of subdivisions and work within public rights-of-way. Ensures plans are in accordance with applicable laws, codes, ordinances, and City regulations. Reviews commercial, industrial, and residential plan checks and plans.
14. Initiate and/or monitor grant funding for various City projects.
15. Make recommendations for consultants when required for technical or administrative services. This includes the preparation of request for proposals, analysis of proposals, negotiations, preparation of contracts, and consultant oversight.
16. Design roads, sewer, park & building improvements, parking lots, storm water detention and other public facilities.
17. Prepare plans, designs, layout, and specifications for proposed construction projects and prepare estimates of cost.
18. Be dependable and meet acceptable attendance requirements at all times.
19. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS:**

- A. Perform other related duties as assigned.

**TYPICAL QUALIFICATIONS:****Knowledge of:**

- Thorough knowledge of modern principles and practices of municipal civil engineering related to public works improvements projects design.
- Field engineering, including surveying, inspection, and construction practices.
- Design, specification, construction, operation, and maintenance of complex capital improvement projects.
- Seismic codes and standards for the evaluation of design and construction.
- Federal, state, and local laws pertaining to civil engineering and construction contracting.
- Professional, technical, legal, public relations, and financial problems encountered in municipal engineering programs.
- Management principles and practices of organizations, administration, budgeting, and personnel management.

**Ability to:**

- Interpret and apply pertinent federal, state, and local laws, codes, ordinances, rules, regulations, and policies.
- work independently to manage, organize and prioritize multiple complex capital improvement/land development/flood control projects and priorities.
- Communicate clearly and effectively, orally and in writing. Communicate technical matters to a wide variety of individuals.
- Effectively work with a wide variety of individuals possessing excellent negotiating skills and demonstrating political savvy.
- Establish cooperative and effective working relationships with division staff, public groups and organizations, City officials, and other agencies.
- Analyze complex engineering projects and determine the best, cost effective approach.
- Design, estimate, and prepare plans for capital improvement programs.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Perform analytical and statistical reporting skills and techniques; perform complex professional engineering work utilizing modern equipment to include computer applications.
- Work irregular hours when emergencies occur.
- Keep records and prepare clear and concise reports.
- Observe safety principles and work in a safe manner.
- Operate a variety of equipment and machinery requiring continuous or repetitive arm-hand movements.
- Work non-standard hours such as evenings, weekends, and holidays.

**Minimum Qualifications:**

Education: Bachelor's degree from an accredited college or university in Civil Engineering, or a closely related field.

Experience: Five (5) years professional (post-license) civil engineering experience at the supervisory level.

License or Certificate:

- Must possess at the time of employment and continuously throughout employment a valid Nevada or "border state" driver's license, as defined by NRS 483.
- Valid registration as a Professional Civil Engineer with the State of Nevada or the ability to obtain through reciprocity within one (1) year.

**NOTE:** An equivalent combination of related training and experience may be considered.

**Competencies:**

**Strategic Thinking** - Effective performers act with the future in mind. They plan and make decisions within the framework of the City's strategic intent. They know and understand the factors influencing strategy (e.g., core competence, customers, and the organization's current strengths and limitations). They consider future impact when weighing decisions. They constantly think in terms of continually improving City services.

**Visioning** - Effective performers are imaginative. They are able to create a vision of a preferred future for their teams. They communicate it clearly and enthusiastically in such a way that others are attracted to it. They are able to bring the vision to life for team members.

**Diplomacy** - Effective performers work well within the City's power network. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility and are able to navigate the political water of the City. They forge coalitions and know how to stay viable within the system.

**Business Thinking** - Effective performers see the City as a series of integrated and interlocking business processes. They understand general business concepts that govern these systems and their interfaces. They create and/or realign these systems in response to changing needs.

They understand that a change in one process can have dramatic and unintended impact across the entire City. They are adept at using these interdependencies to synergistic advantage.

**Risk-Taking** - Effective performers have a history of, and propensity for, taking calculated changes to achieve goals. They find a balance between analysis and action. When they fail, they accept it, learn from it, and move on to the next challenge.

**Financial Acumen** - Effective performers understand the financial framework of the City. They establish and monitor appropriate financial measures (e.g. , balance sheet, income statement, cash flow, etc.). They interpret and use financial data to make informed business decisions.

**Presentation Skills** - Effective performers are able to organize and deliver public speeches that effectively inform or persuade audiences. They are adept at using current presentation technologies and media formats. They are able to field audience questions comfortably and confidently.

**Assertiveness** - Effective performers readily offer opinions and take action even when their position may be unpopular. They are willing to challenge others appropriately when required. They are self-confident - they trust their own judgment and are not overly dependent upon the approval of others.

**Global mindset** - Effective performers see the City's business in a global context. They look beyond their own borders for opportunities for continuous improvement.

**Leader Identification** - Effective performers identify with the role of leader and enjoy positions of responsibility and the exercise of authority. They understand that management is a distinct vocation and choose to be in a leadership position.

## **SUPPLEMENTAL INFORMATION:**

### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Duties are primarily performed both in an office environment while sitting at a desk or computer and outside in varying and extreme weather conditions for extended periods of time

### **Physical Requirements:**

Physical demands of the job are subject to high levels of public contact and frequent interruptions; manual dexterity required; audiovisual and linguistic acuity requirements. Physical exertion is present due to frequent sitting, standing, walking, bending, twisting, stooping, and reaching. Physical effort is required to perform heavy manual labor in confined spaces and uncomfortable conditions; regular lifting/carrying/pushing or pulling heavy objects and equipment ranging in weight from 25 to 100 lbs. Flexibility of work hours, requires weekend, holiday and evenings.

### **Job Hazard/Risk Factors:**

Employees risk physical hazard from mechanical and electrical equipment, dust, noise, and traffic hazards. Exposure to biohazards such as raw sewage, live sewer systems, sewer lift stations human debris, drug paraphernalia; heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals, pesticides, and herbicides.

**Position is considered safety sensitive and is subject to drug testing.**

### **HOW TO APPLY**

Applicants are required to supply copies (proof) of all required documentation and verification of education and any other stated requirements of the position. City of Mesquite Human Resources will only accept degrees or credits earned from a college or university accredited by an official agency recognized by the US Department of Education. A listing of accredited universities is available at: <http://ope.ed.gov/accreditation>.

### ***Provide copies of the following with your complete application:***

- **Letter of interest**
- **Copy of Bachelor**
- **Copies of any relevant certificates, licenses or awards**

### **Selection Process:**

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities.

The Human Resources Department must receive the completed City employment application and all required documentation by the closing date and time listed on the announcement. The employment application must be accessed through our

website, [www.mesquitenv.gov](http://www.mesquitenv.gov) or <https://www.governmentjobs.com/careers/mesquitenv> and submitted electronically following the online links. When applying online, applicants must complete the employment application in its entirety to be considered for this recruitment. Resumes will not be accepted in lieu of the completed employment application. Decisions on an applicant's qualifications for the above position will be made solely on the materials submitted at the time of application.

The City will provide reasonable accommodation to qualified individuals with disabilities. It is the responsibility of the candidate requiring accommodation to contact the Human Resources Department in writing prior to the close of the recruitment.

If you are invited to participate in the assessment process, you will be required to self-schedule through the City of Mesquite on-line application system. Please check your email on a regular basis after submitting your application for complete instructions, which include where and when to report.

Appointment may be subject to the successful completion of a post offer pre-employment background investigation. The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards.

**Note:** *E-mail communications will be sent from senders with the extension: @mesquitenv.gov you may need to adjust your spam blocker to ensure that you receive email notifications from the City of Mesquite.*

Failure to satisfactorily demonstrate that the requirements of the posted position have been FULLY met will result in disqualification.

**Department:** Public Works  
**Reports to:** Public Works Director  
**Classification/Grade:** M3A  
**Wage Assignment:** Management Salary  
**FLSA:** Exempt/At-Will  
**Bargaining Unit:** Non-Represented  
**Safety Sensitive:** Yes  
**EEO 4 Category:** a-Official & Administrator  
**Background:** Yes

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mesquitenv>

Position #00210  
ENGINEER  
GM

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