City Engineer
Charlottesville
Virginia
The City of Charlottesville is seeking an experienced professional to serve as the City Engineer. This position is responsible for all aspects of work performed by the Public Works Engineering Division. Performs complex, technical, and administrative work directing and overseeing engineering projects for the city. Areas of work include but are not limited to traffic engineering, sidewalks, drainage, storm water, erosion and sediment control, road and bridge construction, repair and inspections of bridges and retaining walls, construction support, and public/private project collaboration for utilities and land development. Position has supervisory responsibilities over division personnel such as other engineers, project managers, inspectors, etc. Position reports to the Public Works Director.

This recruitment profile provides background information on the community and its government operations. It also outlines the qualifications, experience, compensation, and benefits. Including the knowledge, skills, and abilities determined to be necessary and desirable for successful performance as the City Engineer.

To be considered, qualified candidates are encouraged to submit an online application at www.charlottesville.gov/jobs by the posting’s closing date and time.

This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.

Inquiries relating to the City Engineer position may be directed to:

Human Resources
P.O. Box 911 Charlottesville,
VA 22902
Email: HR@charlottesville.gov
Phone: (434) 970-3490
The City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.

Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2018, the population of the City was estimated to be approximately 48,117 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson, and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border.

Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists each year.

The City has ample health care resources. The University of Virginia’s Health Science Center provides world-renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has well-regarded comprehensive women’s health center, oncology center, and a strong community focus. Whether you are looking for an outdoor adventure such as hiking, biking, paddling, camping, or you prefer fine dining, shopping, or the arts, the unique and picturesque of Charlottesville is sure to win you over. It’s scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community.
Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone’s "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

**CITY GOVERNMENT**

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City’s legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions.

Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities.

The City is a full-service city with approximately 1000 full-time staff, an FY 2023-24 General Fund operating budget of $228 million, and an FY 2022-26 Capital Improvement Plan budget of $116 million. The FY 2023-24 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.
Essential Duties & Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Administers and manages all activities of the engineering division including reviewing, monitoring, inspecting, and managing projects ensuring the safety and compliance with all OSHA, City, State, and Federal laws, codes, and regulations. This includes but is not limited to the areas of traffic engineering, sidewalks, drainage, storm water, erosion and sediment control, road and bridge construction, repair and inspections of bridges and retaining walls, construction support, and public/private project collaboration for utilities and land development.

- Manages projects, supervises, and assigns subordinate assignments by assessing project needs, staff capabilities/workload and assigning projects and tasks.

- Coordinates work with other local, state, and/or federal agencies as required.

- Performs personnel duties including but not limited to hiring and supervision of staff, training, motivating, monitoring performance, assisting in problem resolution, ensuring fair and equitable performance evaluations, and recommending/determining needed performance actions.

- Serves as the point-of-contact for the Public Works Department for engineering related concerns and work including meeting with City Council, Planning Commission, Tree Commission, private companies, consultants, and the public on project needs and status, and other issues as needed.

- Works with private developers and consultants providing timely review of plans and guidance on policy, standards, and Code requirements.

- Coordinates Capital Improvement Program (CIP) for infrastructure projects by making determinations of grant eligibility, cost vs. benefits of future projects.

- Provides administrative support for Public Works Department by developing, monitoring, and approving budget allocations and expenditures, reviewing and establishing policies and procedures, and ensuring that accurate and timely reports are made to internal and external stakeholders. Works with other administrators on strategic planning for the City.

- Responsible for related procurement and/or vendor issues.

- Responsible for appropriate use and maintenance of City equipment, tools, and other resources including work time.

Other Duties:

- Performs additional duties to support operational requirements as apparent or assigned.

The City of Charlottesville is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Key Traits for Success:

Communication Skills:
- Advanced: Must communicate complex, technical information to a variety of customers including contractors, inspectors, management, elected officials, committees, employees, and the general public. Must effectively communicate in order to establish and maintain effective working relationships with associates, subordinates, management, elected officials, state agencies, and the general public.
- Must be able to problem solve in a way that builds consensus and agreement.

Supervisory Responsibilities:
- Effectively manage, monitor, & direct the work performance of the engineering division. Evaluate the work objectives & effectiveness; establish organizational goals & realign work & staffing assignments.
Education & Experience:

Candidates may qualify by demonstrating the required knowledge and skills outlined for the job through experience(s) other than formal education.

- Bachelor’s Degree in engineering, construction management or related field AND at least 5 years of experience working in professional civil engineering including some prior experience supervising staff. **OR**
- Associate’s Degree in an engineering related field AND at least 7 years of experience working in professional civil engineering including some prior experience supervising staff. **OR**
- Any equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses/Other Requirements:

- Virginia Driver’s License and must meet the city’s driving eligibility requirements.
- Required to successfully pass a pre-employment background check and pre-employment drug screen.

Preferred Qualifications:

- Virginia Professional Engineer’s License
- Land Development experience

To view the full position details, please visit: www.charlottesville.gov/jobs

Compensation & Benefits:

**One-time hiring bonus of $5,000 (gross)**

($2,500 to be paid out within the first two-weeks of employment and the remainder to be paid out after 6-months of employment).

The preferred hiring range for this position is between $98,550.40 - $123,448.00 Annually. Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt, position which provides excellent benefits including 13 paid holidays plus 1 floating holiday, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, gym membership reimbursement (up to $34 a month), tuition reimbursement (up to $3,000 per fiscal year), and continuing education/training opportunities.

- **For a general summary of benefits offered by the City,** please visit, https://www.charlottesville.gov/1047/Employee-Benefits.
- **The City of Charlottesville manages its own retirement system and does not participate in VRS,** however the City has a Portability Agreement with VRS and there are certain provisions that must be met. For questions pertaining to the Portability Agreement, please contact the City's Benefits Administrator at 434-970-3462.

Application & Selection Process:

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