

# City of Bozeman, MT

## CITY ENGINEER

MT  
**BZN**





The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state.

## About Bozeman, MT

Nestled in the Rocky Mountains, with a population of 53,923 in the 2020 Census, the City of Bozeman has topped the charts for fastest growing micropolitans in the U.S. and now officially holds the status of “metropolitan” community. Spurred on by rapid growth the city touts a robust economy, world class university, and a thriving international airport.

Home to Montana State University, Bozeman is a dynamic growing community. The City's economy is supported by regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoor recreation, bioscience, manufacturing, technology, and healthcare.

## City Government

The City of Bozeman operates under a city commission-city manager form of government. The City Commission is composed of four members and a Mayor who are all elected at-large.

At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.



**BOZEMAN** MT

## The Position

The City Engineer plans, organizes, supervises, and directs the overall operation of the City's Engineering Division, ensuring compliance with the requirements of federal and state regulations and permits. The City Engineer reports to the Director of Transportation and Engineering, but extensive leeway is granted for the exercise of independent judgment and initiative.

## The Ideal Candidate

The ideal candidate should have significant experience in municipal engineering, construction, and building codes to include knowledge of Federal, State, and local laws, codes, and ordinances, and comprehensive knowledge of modern construction contract provisions and standards, contract terms, and construction methods, materials, techniques, design, practice, and procedures. Knowledge of GIS and subdivision platting processes will be necessary to be successful in this role. The ideal candidate will have experience in strategic planning and should possess financial knowledge to include fiscal planning and budget management.

The ideal candidate must possess excellent customer service skills and a strong ability to build relationships with stakeholders and work closely and effectively with City Officials, the City Commission, the City Manager, City engineering personnel, the Director of Transportation and Engineering, the media, developers, consulting engineers, contractors, other City employees, and the general public.

The ideal candidate should demonstrate the capacity and interest to be an effective mentor and leader for staff. This individual should inspire staff to achieve excellence and encourage professional development. Advanced written and oral communication skills are imperative.



## Job Functions and Responsibilities

- Directs, supervises, plans and organizes the daily operations of the City's engineering division, including assigning daily work schedules, setting priorities, and the review and evaluation of all work completed and work in progress, to ensure all work is completed in a safe, timely and efficient manner;
- Confers with the Director to plan, develop and direct the implementation of goals, objectives, policies, procedures, and work standards for all related division functions;
- Enforces compliance of all City improvements with all Federal, State, and local codes, ordinances, laws, and regulations and established engineering standards;
- Prepares, interprets, and administers policies, procedures, ordinances, and regulations to others;
- Oversees division personnel functions, including analyzing personnel needs and making recommendations accordingly, including recruiting, selecting, hiring, training, motivating, evaluating, promoting, and disciplining assigned personnel in accordance with established city policies and procedures;
- Prepares and administers the division's annual operational budget;
- Reviews and coordinates the creation and implementation of Special Improvement Districts and infrastructure payback districts;
- Serves as the City's chief engineer, which includes providing technical engineering services, advice, information, and recommendations to the Director of Transportation and Engineering, Assistant City Manager, City Manager, City Commission, and City department and division heads; and making presentations at public meetings;
- Advises, directs, and coordinates with consulting engineers, architects and other professionals, developers and contractors, government officials and agencies, news media, and the general public;
- Prepares and makes presentations for the City Manager, City Commission, and others as necessary;
- Preserves maps and records, including record drawings of infrastructure plans;
- Prepares and directs the preparation of plans, specifications, and bid documents for public infrastructure construction projects, including streets, traffic signs and signals, sanitary and storm sewer collection and treatment, water distribution and treatment, and solid waste facilities;
- Prepares, updates, and implements the City's water, wastewater, storm water, solid waste, and transportation master plan documents; maintains and revises City infrastructure standards and specifications;
- Annually updates the Capital Improvements Program, including the Impact Fee Capital Improvements Program, with assistance from other division superintendents and the Director of Transportation and Engineering, and coordinates the expenditures from these programs with the goals and policies of the various City Plans and Commission adopted Work Initiatives;



## Job Functions and Responsibilities cont...

- Prepares and directs engineering design reports, technical specifications, and contract documents, including drafting plans, drawings, and cost estimates;
- Administers construction contracts, including preparing bid documents, holding pre-bid conferences, soliciting and reviewing bids, awarding and executing contracts, projects, and budgeting schedules, processing payments, work claims, and change orders, inspections, finished projects acceptance, and one year warranty inspection;
- Prepares, updates, and implements the City's water, wastewater, storm water, solid waste, and transportation master plan documents; maintains and revises City infrastructure standards and specifications;
- Annually updates the Capital Improvements Program, including the Impact Fee Capital Improvements Program, with assistance from other division superintendents and the Director of Transportation and Engineering, and coordinates the expenditures from these programs with the goals and policies of the various City Plans and Commission adopted Work Initiatives;
- Prepares and directs engineering design reports, technical specifications, and contract documents, including drafting plans, drawings, and cost estimates;
- Administers construction contracts, including preparing bid documents, holding pre-bid conferences, soliciting and reviewing bids, awarding and executing contracts, projects, and budgeting schedules, processing payments, work claims, and change orders, inspections, finished projects acceptance, and one year warranty inspection;
- Administers professional service agreements, including soliciting and procuring qualified consultants, negotiating and approving agreements, managing budgets, schedules, and payments, and reviewing final acceptance of work products;
- Administers sidewalk installation and repair, weed abatement, snow removal, wastewater pretreatment, flood plain development permit, and Community Rating System (CRS) programs;
- Manages the Public Rights-of-Way, including acquisition of public right-of-way and easements, street and alley vacation requests, addressing, and requests for sewer or water outside of City limits, and issuing encroachment and occupancy permits;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.



## Education and Experience

Qualified applicants will have a Bachelor's degree in in Civil Engineering, Construction Engineering Technology, or a closely related field and at least seven years' experience in civil engineering, surveying/drafting, and public works and utilities planning, design, and construction, including at least four years in a supervisory role. • Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work will be considered.

## Licenses and Certifications

Registration as a Professional Engineer (P.E.) in the State of Montana either at the time of hire or by reciprocity with another state to be obtained within six months of employment is required.

MT  
BZN



## SALARY

The City of Bozeman has adjusted the salary range for the City Engineer position to \$134,228 - \$147,503 which includes a comprehensive benefits package. Relocation assistance and potential temporary housing may also be available for the successful out-of-area candidate.



## HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)  
Reference: BOZCE

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)