



Principal Engineer, Development Services



Compensation

The salary range for this position is \$96,845 - \$145,267 per year with the starting rate dependent on qualifications and experience. In addition, the Town of Payson offers a generous benefits package including participation in the Arizona State Retirement System, 156 hours of paid time off per year for the first two years of service with accruals increasing with years of service, 24 hours of personal leave per calendar year and 11 paid holidays.

How to Apply

A Town of Payson employment application is required and a resume is desired, both can be submitted on-line on the Town of Payson website, emailed to sheap@paysonaz.gov, or delivered to the address below.

Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process.

For a complete job description and additional information, please visit the employment page of the Town of Payson's website at www.paysonaz.gov

Open until filled.

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2020 U.S. Census, the population of the Town of Payson was 16,351. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The mission of the Public Works Department is to provide safe and efficient infrastructure systems and to provide upgrades and additions to the Town's infrastructure system. The Public Works Department is comprised of the Airport, Engineering, Streets (HURF) and Water Division. These divisions provide engineering, utilities, transportation, and drainage. The Public Works department also provides services to support various Town departments in such projects as: review of plats, development plans, addressing, and Public Works maintenance contracts.

The Position

The Principal Engineer, Development Services performs technical evaluation, review, and inspection of complex building and construction plans/design documents to ensure compliance with Town development ordinances and other applicable local, state and federal regulations. This position may also be responsible for supervising the work of contracted services, engineering technicians and associates.



Principal Engineer, Development Services



The Ideal Candidate

The ideal candidate will have a degree in Civil Engineering from an ABET accredited institution. Four years of progressively responsible plan review or design experience in a local or state government setting. Five years of experience as a practicing Civil Engineer. Knowledge of theories, principles and practices of civil engineering including transportation, traffic control, utility systems, right-of-way management, land development, hydrology and hydraulics.

Possess a valid Arizona Driver's License with a satisfactory driving record. Be a registered Professional Engineer with the Arizona State Board of Professional Registration or have the ability to obtain such registration within six months of date of hire.

Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Essential Duties & Responsibilities

- Performs technical review of complex civil construction plans
- Performs technical reviews of plans, paving, grading and drainage, sanitary sewer, potable water, reclaimed water, traffic striping and signage for subdivisions, commercial developments and Capital Improvement Projects.
- Interprets codes and regulations
- Communicates effectively and responds to inquiries
- Conducts and attends meetings
- Conducts research on new construction methods, materials and codes to stay current in the field.
- Investigates the suitability of materials for compliance with construction codes.
- Stays current on codes, maintains review and permit records and presents oral and written reports.
- Assists in drafting of various types of agreements related to private land development.
- Assists Community Development with the land entitlement process
- Serves as the Engineering Division representative on the Development Services Committee.
- Reviews workloads and internal resource allocations
- Monitors construction progress
- Issues Public Works Department permits
- Prepares weekly progress reports, technical reports, and other reports as required.
- Ensures that public infrastructure compliance
- Supervises and directs the activities of assigned staff and functions
- Assists with the interviewing, hiring, training, and supervision of full-time employees including training and development of the staff.
- Holds staff accountable to meet or exceed expectations
- Mentors staff and identifies training opportunities
- Interprets and enforces policies and procedures established by regulatory agencies.
- Manages external consulting engineers and other technical personnel.
- Develops and implements policies, procedures, levels of service and performance expectations
- Models the Town of Payson's organizational purpose to Anticipate, Create and Serve by demonstrating our core behaviors and values of Integrity, Adaptability, Collaboration, and Excellence.



Questions? Email Lynne ODonnell, Human Resources Director, at lodonnell@paysonaz.gov

Town of Payson
Job Description

Position Title: Principal Engineer, Development Services

Pay Grade: 23

FLSA Classification: Exempt

Department: Public Works

Reports To: Deputy Public Works Director/Town Engineer

Approved By: DRAFT

GENERAL PURPOSE

The Principal Engineer, Development Services performs technical evaluation, review, and inspection of complex building and construction plans/design documents to ensure compliance with Town development ordinances and other applicable local, state and federal regulations. This position may also be responsible for supervising the work of contracted services, engineering technicians and associates.

NOTE: *This job description is not intended to be an exhaustive list of all responsibilities and qualifications. Employees are accountable for all duties associated with this position.*

ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs technical review of complex civil construction plans for compliance with Town Code and policy requirements and other applicable governing agency design guidelines (i.e., AASHTO, ADOT, MAG, etc.).
- Performs technical reviews of plans, paving, grading and drainage, sanitary sewer, potable water, reclaimed water, traffic striping and signage for subdivisions, commercial developments and Capital Improvement Projects.
- Interprets codes and regulations related to plan review and construction projects, performs engineering computations to analyze designs and provides alternative design criteria solutions for non-conforming plans.
- Communicates effectively and responds to inquiries from architects, engineers, designers, contractors, applicants, property owners, Town personnel and the public related to engineering codes, encroachment permits and plan compliance during construction.
- Conducts and attends meetings with developers, owners, architects, engineers and stakeholders relating to plan design data, code interpretations, engineering regulations and the resolution of design problems affecting life safety.
- Conducts research on new construction methods, materials and codes to stay current in the field.
- Investigates the suitability of materials for compliance with construction codes.
- Stays current on codes, maintains review and permit records and presents oral and written reports.
- Assists in drafting of various types of agreements related to private land development.
- Assists Community Development with the land entitlement process by reviewing and recommending conditions of approval for Temporary Use Permits, Conditional Use Permits, Zone Change Requests, Minor Land Divisions, and Preliminary Subdivision Plats.

- Serves as the Engineering Division representative on the Development Services Committee.
- Reviews workloads and internal resource allocations and assigns task orders to external consultants to ensure timely completion of assignments.
- Monitors construction progress on public improvements being constructed by developers.
- Issues Public Works Department permits as stipulated by Town Code.
- Prepares weekly progress reports, technical reports, and other reports as required.
- Ensures that public infrastructure being constructed by developers is constructed in compliance with all codes, standards, requirements, and regulations prior to acceptance by the public to protect by the physical well-being of the public and financial interests of the Town.
- Models the Town of Payson's organizational purpose to Anticipate, Create and Serve by demonstrating our core behaviors and values of Integrity, Adaptability, Collaboration, and Excellence.

ESSENTIAL SUPERVISORY DUTIES

- Supervises and directs the activities of assigned staff and functions, makes recommendations regarding hiring, termination, or advancement of employees.
- Schedules employees, assigns work, and monitors progress, guides, trains, and develops employees in the accomplishment of their duties and professional growth; evaluates performance.
- Assists with the interviewing, hiring, training, and supervision of full-time employees including training and development of the staff.
- Holds staff accountable to meet or exceed expectations consistent with organizational goals and objectives.
- Mentors staff and identifies training opportunities to maximize performance.
- Monitors training outcomes based on established training standards and requirements.
- Utilizes and develops the talents of staff.
- Interprets and enforces policies and procedures established by regulatory agencies.
- Establishes the development services staff and processes including lines of authority, communication channels, and allocating staff and delegating duties as appropriate.
- Manages external consulting engineers and other technical personnel.
- Develops and implements policies, procedures, levels of service and performance expectations. Encourages participatory decision making, as appropriate.

PERIPHERAL DUTIES

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Civil Engineering from an ABET accredited institution.
- Four years of progressively responsible plan review or design experience in a local or state government setting.

- Minimum of five years of experience as a practicing Civil Engineer.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications and Licenses:

- Possession of a valid Arizona Driver's License and satisfactory driving record.
- Registration as a Professional Engineer with the Arizona State Board of Professional Registration or ability to obtain such registration within six months.

Knowledge, Skills and Abilities:

- Knowledge of theories, principles and practices of civil engineering including transportation, traffic control, utility systems, right-of-way management, land development, hydrology and hydraulics.
- Knowledge of construction specifications, standards, regulations and practices.
- Knowledge of current methods, procedures, equipment and materials used in construction and maintenance.
- Knowledge of construction inspection procedures, techniques and practices.
- Knowledge of design practices and construction plan development.
- Knowledge of National Pollutant Discharge Elimination System (NPDES) laws, ordinances and codes including maintenance & monitoring procedures and reporting protocols.
- Knowledge of National Environmental Policy Act (NEPA) laws and processes.
- Knowledge of materials testing protocols.
- Knowledge of surveying practices.
- Ability to Read and interpret construction drawings, plans and specifications, legal descriptions & typical legal documents, standards, codes and regulations.
- Ability to Read and comprehend maps, aerial photographs and other visual/ spatial data.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to ensure safety and professional work standards are met.
- Ability to plan and organize work including overseeing the work of others.
- Ability to implement proper record-keeping techniques.
- Ability to engage in conflict resolution to obtain successful results.
- Ability to exhibit strong human relations skills that support the Town and department mission.
- Ability to use independent judgment and discretion to make decisions in the best interest of the Town.
- Ability to communicate effectively, both orally and in writing, with Town staff, consultants, other government agency representatives, Town officials, engineers, developers, property & business owners, citizens and the general public.
- Ability to work successfully in a team environment to provide excellent customer service.

WORK ENVIRONMENT

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Driving:** Drives a town or personal vehicle in the normal course of business.
- **Office Equipment:** Daily use of standard, modern office equipment. Daily use of software programs including Microsoft 365, ArcGIS Pro, AutoCAD, Revit or Civil 3D, Project Teams.
- **Physical Activities:** Remaining stationary for long periods of time; moving from one place to another inside and outside of buildings; positioning self to access and view equipment/objects at differing heights; grasping, manipulating and/or moving small and large objects; those required to operate standard office equipment.
- **Lifting:** Ability to move 25 pounds and occasionally to move 40 pounds.
- **Vision and Hearing:** Ability to read paper and electronic documents. Be able to answer verbal and written inquiries and to communicate information and ideas so others will understand. Must be able to differentiate colors and shades of color and recognize sound on construction sites that indicate nearby equipment and/or safety hazards.
- **Exposure to Environmental Conditions:** Position generally works in an office setting with overhead lighting and long periods of screen time. May be exposed to extreme heat, cold, dry, wet, odors, smoke, loud noises, vibrations, dust or intense light, and traffic when doing field-work, surveying or working at construction sites.
- **Schedule:** Position generally scheduled Monday - Friday; occasionally weekend work. May require attendance at evening meetings, council sessions or after-hour events and off-site meetings.
- **Additional Working Conditions:** Will be required to visit external, non-town work sites with the Town having limited control over the work environment.
- **Mental Activities:** Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals under difficult conditions and often having strong and vocal viewpoints.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date