

Committee of the Whole  
Monday, March 7, 2022 6:30 PM  
Council Chambers  
1369 25 Avenue  
Columbus, NE 68601

1. **Statement of compliance with Open Meetings Act and roll call.**

# Open Meetings Act

## **Neb. Rev. Stat. § 84-1407. Act, how cited.**

Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

## **Neb. Rev. Stat. § 84-1408. Declaration of intent; meetings open to public.**

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

## **Neb. Rev. Stat. § 84-1409. Terms, defined.**

For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, and (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

## **Neb. Rev. Stat. § 84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such

individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the

members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**Neb. Rev. Stat. § 84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual meetings authorized; emergency meeting without notice; appearance before public body.**

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's web site; or

(B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the

meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority;

(xiii) A natural resources district; and

(xiv) The Judicial Resources Commission.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as

would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in  
Open Meetings Act

number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsections (5) and (6) of section 84-1413.

**Neb. Rev. Stat. § 84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**Neb. Rev. Stat. § 84-1413. Meetings; minutes; roll call vote; secret ballot; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written, except as provided in subsection (6) of this section, and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing the minutes is absent due to a serious illness or emergency.

(6) Minutes of the meetings of the board of a school district or educational service unit may be kept as an electronic record.

(7) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public web site the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the web site at least twenty-four hours before the meeting of

the governing body. Minutes shall be placed on the web site at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public web site for at least six months.

**Neb. Rev. Stat. § 84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

**Neb. Rev. Stat. § 84-1415. Open Meetings Act; requirements; waiver; validity of action.**

No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

- 2. Staffing adjustments in Community Development and Engineering departments. Replace Community Development Director position with Chief Building and Code Official and add Project Engineer to Engineering department.**



The City of **Columbus**

RESPONSIBLE • RESPONSIVE • REPUTABLE

Administration Office (402) 562-4232

Fax (402) 563-1380

**Memorandum**

**DATE:** March 2, 2022  
**TO:** Committee of the Whole / City Council Members  
**FROM:** Tara Vasicek, City Administrator   
**RE:** Community Development & Engineering Staffing

**RECOMMENDATION:**

Recommend approval of the new pay plan incorporating the described changes.

**DISCUSSION:**

The Community Development Director has announced he is retiring in April. Anytime there is an opening created, effected Departments and I have do a review of workload, needs and efficacy. In doing so we have come up with a new plan that I believe will better serve the current needs of the community and better distribute the workload between Community Development and Engineering.

The Engineering Department, specifically technical engineering services, is in the most need of additional staffing. Technical engineering services provided by the City for the public and City projects is currently the bottleneck in any workflow, which they are required, strictly because of the volume of community and city projects that require engineering expertise.

It would be very difficult to replace the Community Development Director's skill set in a new hire. The variety of job duties completed by the current CD Director is wide. The majority of the Community Development Director's day-to-day duties include building inspection and supervision of the other building inspectors and code enforcement personnel. It would be most appropriate to re-assign the remaining duties of this current position to the Engineering Department. This will increase productivity for the City as a whole.

For these reasons, I am recommending the following adjustments to personnel.

The Community Development Director position will not be replaced. The position of Chief Building and Code Official will be created. This position will be a building inspector and be supervisory to the building department staff which includes 2 building inspectors and 2 code enforcement personnel.

A Project Engineer would be added to the Engineering Department. This position would take on the remaining



duties that were previously the Community Development Directors and would also assist the City Engineer in all of his duties.

The two new job descriptions are attached here.

Current		Proposed	
Position	Annual Expense*	Position	Annual Expense*
<b>Building Department</b>			
Community Development Director	156,177	Chief Building and Code Official	123,011
Building Inspectors (2)	223,870	Building Inspectors (2)	211,870
Code Enforcement (2)	173,898	Code Enforcement (2)	173,898
<b>Engineering Department</b>			
City Engineer	190,785	City Engineer	190,785
		Project Engineer	113,177
Project Manager	119,867	Project Manager	119,867
Surveyor/Construction Observer	128,708	Surveyor/Construction Observer	128,708
Admin Specialist	101,996	Admin Specialist	101,996
<b>TOTAL:</b>	<b>\$1,098,308 / 9 positions</b>		<b>\$1,178,319 for 10 positions</b>

\*Total expense to the City, including salary, benefits, taxes, etc.

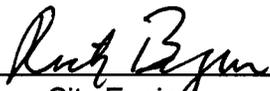
**FISCAL IMPACT:**

Increase in wages and benefits of \$80,011

**CONCURRENCE:**



\_\_\_\_\_  
Dan Curtis, Community Development Director



\_\_\_\_\_  
Rick Bogus, City Engineer

## Chief Building and Code Official

### **Nature of Work:**

This position oversees building permitting, supervises building and code enforcement personnel and is responsible for enforcing land use regulations within the jurisdiction. Work is performed under the direction of the City Administrator, and requires the application of considerable technical knowledge and exercise of considerable independent judgement in determining if a project meets building and zoning regulations.

### **Essential Functions:**

*This is a generalized job description. Specific duties and responsibilities may vary, depending on assignment.*

Reviews and approves plans for commercial and residential construction; issues building, and plumbing permits; reviews properties for compliance with accessibility requirements; advises contractors and homeowners on code requirements.

Inspects work in-progress and completed construction jobs for compliance with code - checks footings, foundations, underfloor and plumbing, framing and final stages of construction; documents inspections; locates defects in building construction and plumbing installations.

Enforces the zoning code through review of site plans; digitally stores copies of plans for ongoing building permits for reference by users; electronically stores plans and permits on completed projects for reference.

Provides information to engineers, architects, contractors and the general public of relevant zoning codes; assists the general public in meeting the standards necessary to obtain a building permit with regard to setback, area coverage, parking, screening and driveways.

Attends Department Head meeting monthly as well as various other meetings as determined by the City Administrator; serves as staff liaison to Board of Adjustment in assisting with agendas.

Provides guidance to and supervision of the Building Inspectors and Code Enforcement personnel.

Responsible for updating the building and zoning codes as necessary.

Performs other related duties as assigned by the incumbent's supervisor.

Maintains regular attendance on the job.

Pass security background clearance and any required physical exam.

### **Qualifications:**

#### ***Minimum Education and Experience Requirements:***

A bachelor's degree in building construction, architecture or a related field is preferred.

Must possess a certification by the ICC as a Building Inspector within 18 months of receiving position.

Experience in the building, and plumbing trades.

#### ***Knowledge, Skill and Ability Requirements:***

Considerable knowledge of the methods and practices of building construction and plumbing installations.

Considerable knowledge of possible defects and faults in building construction and plumbing systems and effective corrective measures.

Considerable knowledge of standard building and plumbing codes.

Ability to locate defects in building construction and plumbing installations.

Ability to gain access to a variety of locations within and outside of buildings and buildings under construction.

Ability to read and interpret blueprints, plans, and specifications.

Ability to maintain accurate records.

Ability to enforce codes with firmness, tact and impartiality.

Ability to supervise a small group of subordinate employees.

### **Equipment:**

Car                      Motor Vehicle                      General office equipment  
Tape measure              Shovel/spade                      Telephone System                      Copy machine

### **Working Environment:**

Work is performed in an indoor/outdoor environment and will be exposed to all types of environmental conditions. Exposure may range from an office environment to the extremes of the outdoors.

Exposure to extremes of temperature; work may involve lifting and carrying of equipment and materials up to 40-60 pounds.

### ***Physical Demands:***

#### ***Percent of Time***

<b><i>Physical / Sensory Activities</i></b>	<b>None</b>	<b>up to 25%</b>	<b>25% - 50%</b>	<b>50% - 75%</b>
Sitting			X	
Standing			X	
Talking			X	
Listening		X		
Carrying	X			
Using hands to grasp, handle or feel			X	
Using fingers for detailed manipulation			X	
Seeing				X
Reaching		X		
Walking		X		
Climbing		X		
Balancing		X		
Stooping or crouching		X		

Kneeling or crawling		X		
Pulling or pushing	X			
Smelling	X			

<i>Lifting, Carrying, or Pushing:</i>	None	up to 25%	25% - 50%	50% - 75%
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 40 lbs.		X		
Up to 60 lbs.	X			
Up to 80 lbs.	X			
Up to 100 lbs.	X			
More than 100 lbs.	X			

## Project Engineer

### **Nature of Work:**

This is technical work in the design, construction and maintenance of city projects. An employee in this class is responsible for applying professional engineering knowledge and skill to the development of comprehensive engineering plans. The employee is also responsible for ensuring city compliance with extensive federal, state and local government regulations. Work is performed under the direction of the City Engineer who reviews performance through production reports, conferences and observation of results.

### **Essential Functions:**

*This is a generalized job description. Specific duties and responsibilities may vary, depending on assignment.*

Designs public works projects; assembles specifications for construction projects; completes and reviews the drawing of designs and plans and the computation of cost estimates.

Oversees various complex construction projects; approves field changes; maintains records of work performed and costs of construction projects.

Prepares long-range capital improvement project plans.

Works closely with City Engineer on potential public works related projects including planning, grants and financing programs, polices and codes, and various other coordinating events and projects.

Provides consultation on city facilities; monitors changes in environmental control regulations, storm water management regulations, inspections, reporting, and record keeping. Oversees Storm Water Management Plan including annual reporting and submittal to the State; assists the City Engineer and Floodplain Administrator with determining the provisions of the flood plain ordinance and subdivision regulations.

Directs the design of necessary improvements and to comply with laws and regulations; may serve as Responsible Charge or Project Liaison for federally assisted roadway projects and grants.

Oversees storm water utility operations; budgets, sets priorities, ensures maintenance and repair goals are met; directs traffic control and signage operations; confers with and advises supervisors on problems requiring interpretation of city codes.

Reviews subdivision plans for compliance with City codes; answers questions regarding zoning and subdivisions; directs and reviews the maintenance of subdivision plats and official city maps.

Assists the City Engineer in coordinating the work of consulting engineers hired to do studies, designs, and testing.

Provides consulting engineering services to other city departments regarding the design, construction, permitting, and renovation of facilities.

Assists the City Engineer in gathering budget estimates for engineering and streets.

Assists the City Engineer in overseeing state and federal grants related to all city projects, and coordinates with the City designated certified grant administrator.

Assists the City Engineer with the State of Nebraska Board of Classifications and Standards, Standardized System of Annual Reporting, 1&6 Year Road Program, Pavement Management Program, and Lane Mile Reports including determination, reporting and record keeping.

Assists the City Engineer with managing the State of Nebraska Department of Transportation Highway Allocation, Federal Funds Purchase Program, and Bridge funding including reporting.

Assists the designated Floodplain Administrator, for city and extraterritorial jurisdiction, reviews floodplain development permits and floodway no-rise certificates in accordance with Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps, FEMA Letters of Map Amendments, and monitors changes and requirements in the Nebraska Flood Insurance Program.

Assists the designated United States Corps of Engineers Federal Risk Reduction Project (FRRP) representative. City FRRPs are Lost Creek Flood Control Ditch and Loup River Levee. Member of the Local Emergency Operations Plan project team. Oversee annual mowing and maintenance contracts.

Designated American's with Disability Act (ADA) and Civil Rights Act Title VI Coordinator, reviews and maintains ADA Transition Plan, and City liaison for ADA Committee.

Occasionally attends meetings of the City Council and the respective Council Committees; Planning and Zoning Commission, American's with Disability Act Committee, attends various other city meetings relating to water, sanitary sewer, storm sewer, City properties and buildings, and transportation issues; answers technical questions; attends various study and project meetings as the City representative and answers questions.

Prepares Street Improvement District, Water Extension Districts, Sewer Extension Districts, and Storm water Extension Districts, schedules for the assessment of public works improvements to property owners; attends meetings and hearings on assessment schedules.

Determines street addressing for City and areas outside the corporate limits to the County designated areas in accordance with E911 and standard addressing regulations and policies.

Answers questions from the public regarding compliance with various federal, state and city regulations; makes presentations to civic clubs and community organizations.

Attends and participates in conferences and meetings as required for city projects; assists public with questions/problems and handles complaints within areas of responsibility.

Performs other related duties as assigned by the incumbent's supervisor.

Maintains regular attendance on the job.

Pass security background clearance and any required physical exam.

## **Qualifications:**

### ***Minimum Education and Experience Requirements:***

Graduation from an accredited four-year college or university with major course work in civil engineering or related field;

Registered as a Professional Engineer in the state of Nebraska or contain the ability, and in good standing, to become registered.

Valid Nebraska driver's license.

***Knowledge, Skill and Ability Requirements:***

Knowledge of engineering principles and practices related to public works activities.

Ability to adapt engineering principles to a variety of public works and construction projects.

Ability to establish and maintain effective working relationships with superintendents, supervisors, subordinate employees, city officials, other government officials and the general public.

Ability to communicate effectively, orally and in writing and to make formal presentations.

**Equipment:**

Personal computer

Calculator

Telephone

Motor vehicle

**Working Environment:**

Work is performed in an indoor/outdoor environment and will be exposed to all types of environmental conditions. Exposure may range from an office environment to the extremes of outdoors on construction projects. Exposure to temperatures ranging from below zero degrees to above 100 degrees. Work may require entering ditches, manholes, pits; climbing ladders, and walking in and around construction sites.

***Physical Demands:***

***Percent of Time***

<b><i>Physical / Sensory Activities</i></b>	<b>None</b>	<b>up to 25%</b>	<b>25% - 50%</b>	<b>50% - 75%</b>
Sitting				X
Standing		X		
Talking			X	
Listening			X	
Carrying	X			
Using hands to grasp, handle or feel		X		
Using fingers for detailed manipulation				X
Seeing				X
Reaching		X		
Walking		X		
Climbing	X			
Balancing	X			
Stooping or crouching	X			
Kneeling or crawling	X			
Pulling or pushing	X			
Smelling	X			

<b><i>Lifting, Carrying, or Pushing:</i></b>	<b>None</b>	<b>up to 25%</b>	<b>25% - 50%</b>	<b>50% - 75%</b>
Up to 10 lbs.		X		
Up to 20 lbs.	X			

Up to 40 lbs.	X			
Up to 60 lbs.	X			
Up to 80 lbs.	X			
Up to 100 lbs.	X			
More than 100 lbs.	X			

### 3. Adjournment.