



## **JOB ANNOUNCEMENT: ASSISTANT TO THE CITY ENGINEER/ADMINISTRATOR**

<b>SALARY:</b>	\$60,000-\$80,000 DOE
<b>SERVICE GROUP:</b>	Engineering/Administration, Salaried
<b>OPENING DATE:</b>	January 19, 2023
<b>CLOSING DATE:</b>	Continuous- Opened Until Filled

### **JOB SUMMARY:**

The City of Bonners Ferry is seeking qualified applicants for the position of assistant to the City Engineer/Administrator.

The position requires the skilled work of an engineer, or engineering technician, under the direction of the City Engineer in the planning, design, construction and maintenance of the City's public works infrastructure and capital improvement programs with an emphasis on water, sewer, streets, electric and associated regulatory work; providing assistance and technical advice to the City Engineer/Administrator and other City departments and officials; coordinating projects with contractors, other departments and other agencies. The Assistant works under the direction of the City Engineer/Administrator.

The ideal candidate will also have great communication skills, and a desire to work well with all other City employees and be willing to serve the varying administrative needs of a small City.



## **BACKGROUND**

Bonnors Ferry, located on the banks of the Kootenai River, has a population of around 2,500 and is the county seat for Boundary County, the northern most county in the state. Sharing a border with British Columbia, Canada, Boundary County has a population of roughly 12,000 and is a wonderful location to raise a family, as well as for enjoying a wide range of activities, including hiking, hunting, fishing, and skiing. City run amenities include a 9-hole municipal golf course (Mirror Lake) and a city pool. Local amenities include Schweitzer Mountain Ski Resort and Lake Pend Oreille which are a short 35-mile drive to the south. Alongside the community, and a strong partner with the city is the Kootenai Tribe of Idaho, which has a casino within city limits on the banks of the Kootenai River.

The City is along the path to Glacier National Park, and frequently visitors come through town heading to national parks or on their way to Canada. A visitor center housing a public bathroom, rest area as well as a DC electric vehicle charging station is located near the downtown center. The town has a distinct downtown center located near the Kootenai River as well as a commercial strip that follows the major highway system located along the south hill of the city.

The City operates a surface water treatment facility, treating water from the Myrtle Creek drainage. There is also a city well located near the Kootenai River. Sewage is handled through a series of distribution pipes to a four-lagoon system that discharges into the Kootenai River. Alongside the water and sewer system is the city owned electric utility. Within the electric utility, the city both generates power at our Moyie Hydropower project as well as distributes power to approximately 2,800 customers.

The City, while small, hosts some very complex and integrated systems serving its 2,500-population base and additional customers located outside city limits. The position of City administrator offers a candidate lots of opportunities to grow in their career as a city administrator, while enjoying the active and enjoyable Idaho lifestyle.

## **COMPETITIVE BENEFIT PACKAGE**

Along with competitive wages, the City offers a competitive benefit package to all full-time employees. It includes the following:

- Medical benefits to the employee and employee immediate family with a contribution amount of 10% by the employee.
- Member of the Public Employee Retirement System of Idaho.
- Paid Time Off accrual of 176 hours per year; maximum 264 hours overall.
- Twelve paid holidays.

**Specific Responsibilities:**

1. Prepares plans, specifications, estimates and reports for various City projects. Capital Improvement projects and the development and modification of City infrastructure.
2. Design and drafting for municipal infrastructure projects.
3. Coordinates projects with businesses, utilities and other city departments; conducting field and construction site inspections and resolving project issues.
4. Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
5. Assists the City's Chief Dam Safety Engineer with work related to FERC compliance and other work at the City's hydroelectric facility.
6. Provides engineering assistance to other City departments.
7. Helps prepare Capital Improvement Plans for the water, sewer, streets, and electric departments and assists the City Administrator in developing budgets for those departments.
8. Helps pursue grants for City projects.
9. Help administer the BPA efficiency program for the City.
10. Assists the water and sewer department with EPA and IDEQ compliance.
11. Carry out such other duties and functions as prescribed by the City Engineer, Administrator, Mayor or City ordinances, policies or codes.
12. Assists the City Administrator with administrative duties as needed.
13. All other duties as assigned.

**Education and Experience:**

A minimum education of an associates degree in civil engineering, or civil engineering technician degree, with a minimum of five years of work at an engineering technician level or greater with design experience in the practice of civil engineering or civil engineering technician work. Working knowledge of MS Word, Excel, and AutoCAD Civil 3D is preferred.

**HOW TO APPLY:**

Send your city application form (can be found at [www.bonnersferry.id.gov](http://www.bonnersferry.id.gov)), resume and cover letter to [dgarcia@bonnersferry.id.gov](mailto:dgarcia@bonnersferry.id.gov).

The city will do first review of applicants within 30 days of the posting of this job announcement.