

Burlington, Vermont, Code of Ordinances
Part I – Charter and Related Laws
Subpart A – Charter
Title V – Officers

ARTICLE 38. - OFFICERS APPOINTED BY MAYOR

§ 122. - Enumerated.

(a) On the first Monday in June 1998, the mayor shall appoint a city assessor and a director of the human resources department for a one-year term commencing July 1, 1998. Commencing on the first Monday in June 1999, and biannually thereafter, the mayor shall appoint such city assessor and human resources director for a term of two years commencing on the first day of July following the appointment, and until their successors have been appointed and qualified. The mayor shall appoint on the first Monday of June, 1998 and annually thereafter, and whenever a vacancy occurs, a chief administrative officer, a city attorney and one or more assistant city attorneys, a city constable and a second, third and fourth constable, **a city engineer and surveyor**, a city grand juror and assistant city grand juror, a harbor master, a poundkeeper or a firm or corporation to provide the services of such, a director of the community and economic development office, a director of Burlington city arts and civil defense director. All of the above-referenced appointments shall require the approval of a majority of the city council. Additionally, commencing on the first Monday in June 2002, and whenever a vacancy occurs, the mayor shall appoint a director of aviation, a cemetery superintendent, an executive director of the Church Street marketplace district, a general manager/superintendent of the electric department, a chief engineer of the fire department, a librarian(s) of the Fletcher Free Library, a superintendent of the parks and recreation department, a police chief and a superintendent/director of the public works department. The first two appointments of an individual to serve in any such position shall be for one-year terms. After an individual has served in a position for two successive years, the mayor may thereafter appoint such person to serve terms of not more than three years, except that in no case shall an appointment be valid for more than fifteen months following the election of a new mayor. In all cases, such appointments shall continue until their successors have been appointed and qualified. The mayor shall also have the authority to appoint the superintendent/director of any city department which may hereafter be created by the city council. (Emphasis added.)

(b) The appointments described in subsection (a) of this section shall require the approval of a majority of the whole number of the city council. In cases where the mayor appoints an individual for a term longer than one year, the city council must also approve the duration of such term.

ARTICLE 55. - CITY ENGINEER AND SURVEYOR

§ 153. - Duties.

The city engineer and surveyor shall be assigned to the public works department. He or she shall make all public surveys of the streets and public grounds of said city, and shall perform such other services as may be required by the director of public works.

ARTICLE III. CITY ENGINEER*

Sec. 2-35Duties.

The city engineer shall:

- (a) Perform all the engineering services for the city that are required to be performed by him in the city charter;
- (b) Advise the city council on questions relating to all public works or improvements;
- (c) Have charge of all the public works of the city in all the various departments;
- (d) Prepare all necessary plans, specifications, estimates and contracts for any proposed construction, extension or improvement of streets or sewers;
- (e) Be responsible for the execution of work in accordance with the plans, specifications and contracts prepared by him;
- (f) Have charge of all surveys relating to the laying out, widening, extending and grading of the streets, sidewalks, curbs, gutters, sewers and drains of the city;
- (g) Prepare and preserve in his office all books, plats, plans, surveys, specifications, notes, memoranda, estimates and other papers and files required for the use or business of his department, and on the expiration of his term of office deliver the same to his successor;

*Charter references—Authority to appoint, § 122; term of office, § 127; filling vacancy in office, § 130.

Cross references—Buildings and construction, Ch. 8; city engineer to approve plans for construction of illuminated signs, § 8-91; streets and sidewalks, Ch. 27; subdivisions, Ch. 28.

- (h) Make a thorough examination of all the bridges in the city at least twice each year, and more often if he deems it necessary, and report the condition of the same to the street commissioners and board of aldermen, and also include his findings in his annual report;
- (i) Make a thorough inspection of the reservoirs and pumping plant of the city water department once every three (3) months, and more often if directed by the water commissioners or the board of aldermen, and make a report of the condition of the same to the board of aldermen; and
- (j) Perform such other duties as the board of aldermen may direct.

(Rev. Ords. 1962, §§ 371, 373)

Charter reference—Duties generally, § 153.

Sec. 2-36. Compensation.

The city engineer shall receive a salary, without fees, for all work done by himself for the city.
(Rev. Ords. 1962, § 374)

Sec. 2-37. Account of expenses to be kept; bills for work.

The city engineer shall keep an account of the expense of his office, including all labor and supplies, and shall render a bill monthly for all work done and all labor and materials furnished for each department.
(Rev. Ords. 1962, § 374)

Sec. 2-38. Maps of pipes, conduits and other construction.

Before any public or private water pipe, gas pipe, sewer pipe, conduit or other construction is permitted to be placed in any street, lane or alley of the city, the city engineer shall designate a proper location and shall plot the same on a map to be kept in his office. Each pipe, conduit or other construction shall be placed according to the plot and as directed by the city engineer.
(Rev. Ords. 1962, § 375)

Cross references—Gas, Ch. 15; sewers and sewage disposal, Ch. 26; water, Ch. 31.

Sec. 2-39. Map of pipes and other construction below surface of street to be made before paving.

Before paving or macadamizing any street, lane, alley or public way, the city engineer shall make an accurate survey of said street, lane, alley or public way and shall plot on a map the location of all sewer pipes, gas pipes, public or private water pipes, conduits, culverts or any other construction below the surface of the street.

(Rev. Ords. 1962, § 376)

Cross reference—Streets and sidewalks, Ch. 27.

Sec. 2-40. Supervision of curbing and guttering.

All curbing and guttering ordered by the board of aldermen shall be placed by the superintendent of streets under the direction of the city engineer.
(Rev. Ords. 1962, § 376)

Cross reference—Sidewalks, curbs and gutters to conform to specifications, § 27-14.

Sec. 2-41. Record of grades of streets, ways and sewers.

The city engineer shall establish and put on record the grades of all streets, lanes, alleys, public ways and sewers hereafter laid out, accepted or constructed by the city, before said streets, lanes, alleys, public ways or sewers are opened for public use. No pavement shall be placed on any street, lane, alley or public way which has heretofore been accepted or laid out, until the grade of said street, lane, alley or public way has first been established by the city engineer and placed on record.

(Rev. Ords. 1962, § 377)

Cross references—Public records generally, § 2-18 et seq.; books containing surveys, maps or grades adopted as public records, § 27-12; street grades not to be changed without notice, § 27-13.

Sec. 2-42. Giving street or sewer line or grade to resident upon request.

The city engineer shall, upon request of any resident of the city, give the street line or grade, or both, or the sewer line or grade, or both, for use in

setting any building or making any private improvements, or for constructing any curbing or sidewalk not ordered by the city.
(Rev. Ords. 1962, § 378)