



JOB DESCRIPTION

JOB TITLE:	Civil Engineer		
DEPARTMENT:	Engineering	DIVISION:	Engineering
REPORTS TO:	Assistant City Engineer		
SUPERVISES:	None		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	1/1/2018

POSITION SUMMARY

Under limited direction, this professional position performs intermediate work designing and reviewing plans and specifications for public infrastructure projects; designing wastewater and storm water treatment and collection systems; assisting with the administration, coordination and management of special programs; and related work as required. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Prepares preliminary reports, studies, and designs for programs and projects.
- Reviews project plans and specifications for public infrastructure projects designed by City staff and or private consultants for compliance with City, state and federal codes, regulations and standards.
- Reviews private site development plans for compliance with City, state, and federal codes, regulations and standards.
- Assists with the development, administration, coordination, implementation and management of programs, policies and procedures, including the bridge safety inspection program; the review of overweight/over dimensional vehicle, right-of-way excavation, and sidewalk/driveway approach permits; and the sign request, street light request, rear yard drainage, and sewer service repair policies.
- Assists with the development, administration, coordination and implementation of the Pavement Management Program and the preparation of the annual update to the 5-Year Transportation Capital Improvement Plan.
- Performs financial duties related to projects including compiling cost estimates, monitoring funds and preparing change orders and pay requests.
- Monitors construction projects progress, ensures conformance with contracts, specifications and schedules.
- Assists the Utilities Engineer with floodplain development and floodplain management.
- Interacts with and participates in meetings with outside agencies, developers, contractors, utility representatives and the general public to represent the department, provide information regarding department operations and activities and coordinate activities.
- Responds to general inquiries; provides information and/or refers to appropriate personnel.
- Prepares plans and specifications for projects, including design calculations for public utilities and transportation infrastructure.
- Prepares and submits reports and correspondence relating to department activities; assists in preparing presentations.
- Performs other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Bachelor's degree in civil engineering
- One year of experience in engineering, or related field is preferred

Training, Certificates, and Licenses

- Engineering-In-Training registration
- Valid driver's license

KNOWLEDGE, SKILLS, and ABILITIES

Thorough knowledge of the theory, principles and practices of civil engineering as applied to the development and construction of public works projects; thorough knowledge of wastewater treatment and collection systems, methods and techniques; thorough knowledge of city laws and ordinances and state and federal rules and regulations; thorough knowledge of GIS and CAD system applications; ability to plan projects and prepare designs, estimates and specifications; skill in using civil engineering instruments; ability to operate standard office equipment and applicable software packages; ability to communicate effectively, both orally and in writing; ability to prepare, organize and maintain engineering data, reports and systems; ability to establish and maintain effective working relationships with city officials, associates, contractors and the general public.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires standing, speaking or hearing and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee

Date

I acknowledge reviewing and approving this job description.

Director

Date