



## Job Description

### City Engineer

Pay Grade: G13

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Five (5) years of related experience.

**Minimum Education Requirements:** Bachelor's Degree in Civil Engineering.

**Department:** Public Works & Utility Services.

**Direct Supervisor:** Public Works & Utility Services Director

**Supervisory Responsibility:** Direct (2); Indirect (3)

**Primary Work Location:** Work is performed indoors and outdoors.

**Certification:** Valid State of Florida driver's license. Registration as a Professional Engineer at the time of hire with the ability to obtain registration in the State of Florida within six (6) months of hire. Fla. Dept. of Transportation Advanced Maintenance of Traffic (MOT) Certification (ability to obtain within six (6) months, and possession of a valid Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Certification (ability to obtain within six (6) months).

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**Job Summary:** Highly responsible professional and administrative work, managing all activities of the Public Works & Utility Services Department including, Streets, Stormwater, Water, Sewer, GIS, Surveying, Fleet, Facilities, Solid Waste & Recycling. Work is performed under the administrative direction of the Public Works & Utility Services Director.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Perform and manage a broad range of engineering activities for a variety of municipal systems including, but not limited to, streets, stormwater, sanitary sewer, water, solid waste and recycling.
- Develop design procedures. Prepare plans, specifications, cost estimates, permit applications, and project budgets for various in-house construction repairs.
- Review plans and specifications for design accuracy and thoroughness. Maintain record documents and maps.
- Manage a portion of the Capital Improvement Program and various capital improvement projects. Administer architect/engineer contracts.
- Serve as Project Manager on in-house Capital Improvement Projects (CIP's). May serve as the Acting Public Works and Utility Services Director in the absence of the leader.
- Assist in the preparation of engineering plans, permit applications, specifications, reports, and other appropriate documents.
- Establish work procedures, plan and organize staff workloads and assignments, and expedite work flow. Responsible for training and discipline of subordinates.
- Prepare professional services and construction related documents, such as Requests for Qualifications, Requests for Proposals, Invitations to Bid, permit applications, etc.
- Develops and manages the Division's budget.
- Maintains responsibility for the mapping of City infrastructure and the Geographic Information System (GIS) program for the City. Coordinates the implementation of the



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GIS program for all City Departments and provides QA/QC of all survey data submitted by contractors, developers, and engineers.

- Provides technical engineering assistance to other departments in budgeting capital projects and O&M activities.
- Develop and present complex engineering reports, correspondence, analysis reports, technical studies, staff reports, grants, ordinances, and resolutions.
- Investigate engineering related complaints and inquiries; investigate and take corrective actions on water, sewer, drainage, and traffic complaints.
- Maintain regular and effective contact with consulting engineers; construction project engineers/managers; City, county, state, and federal agencies; professional and technical groups; and the general public regarding Engineering Division activities and services.
- Coordinate the activities of City, State and Federal agencies as well as contractors and other municipalities.
- Review and approve subdivision, site and construction plans, and specifications for code conformance to established departmental standards, policies, and sound engineering principles.
- Modify Engineering Division operations as necessary to improve efficiency and effectiveness.
- Perform technical research, field analysis, and inspection.
- Maintain responsibility for preparation of divisional and capital budgets.
- Assist in QA/QC of all survey data submitted by contractors, developers, and engineers.
- Attend various meetings and workshops with citizens and community groups, representing the Department. Develop and deliver oral presentations.
- Ensure compliance with codes, regulations, and laws.
- Participate in damage assessment following storm events.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Principles and practices of civil engineering and engineering survey and design.
- Drafting methods and techniques.
- Construction methods and techniques related to infrastructure.
- Principles of management and budgeting.
- Applicable federal, state, and local laws pertaining to civil engineering.
- Surveying methods and techniques.
- Contract and project management.
- Principles and practices of transportation planning.
- Principles and practices of hydraulic modeling.
- City's functions, policies, and procedures.

#### Skills

- Public relations and customer service.



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- Strong written and oral communications for both administrative and technical purposes.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Analyze engineering problems, identify alternatives, develop recommendations, and implement solutions.
- Conduct engineering research and compile comprehensive reports.
- Interact tactfully and effectively with subordinates, other City employees, and the general public.
- Operate GIS and computer aided design systems.
- Operate and maintain the City's numerous hydraulic models.
- May work in extreme weather conditions.

#### Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without



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notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date