

MAJOR FUNCTION

This is advanced professional civil engineering or transportation planning work involving the design and administrative duties in the office and field on public works or underground utilities projects. Duties may include supervision of subordinate engineers, technicians, and/or clerical employees. Work is performed under the general supervision of an engineering supervisor or a higher-level administrator and involves considerable independent judgment in planning, design and construction practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Conducts preliminary studies and prepares designs for a variety of public works or underground utilities facilities, including street construction, parking facilities, traffic control devices, storm and sanitary sewer, water and gas distribution systems, and related projects. Prepares plans, specifications, estimates, reports and standards pertaining to the construction, maintenance, and operation of a variety of public works or underground utilities projects. Supervises drafting and design technicians. Confers with contractors, subdivision developers, and consulting engineers regarding street and utility plans and developments. Reviews street and utility plan for compliance with City requirements. Supervises inspection on construction projects. Performs or supervises others in the performance of all types of traffic engineering studies and investigations. Monitors all types of activities on or adjacent to the street system, or activities that will have an effect on the street system, and implements actions to preserve the maximum efficiency of the street system. Prepares cost estimates on assigned projects. Conducts technical review of engineering and site development plans. Coordinates concurrency management review with permit issuance. Appears before City Commission, Planning Commission and other agencies. May recommend the hire, transfer, promotion, award of merit increases grievance adjustment, discipline or discharge of subordinate personnel. Performs related work as required

Other Important Duties

Maintains data and prepares and submits periodic reports as are necessary. Completes special projects as assigned. Keeps abreast of general and job specific developments through reading, attending conferences, training sessions, etc. Serves on committees and teams and as consultant to other City departments when needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of civil engineering as applied to the development, construction and operation of public works, streets and underground utilities and transportation projects. Knowledge of computers and their basic operation. Ability to schedule and direct the work of subordinates. Ability to perform difficult engineering computations and to make comprehensive recommendations for the solution of engineering problems. Ability to communicate effectively, both orally and in writing. Ability to maintain effective working relationships with other employees, other government agencies and the general public. Skill in the use of microcomputers and programs and applications specifically designed for civil engineering and other applications that are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and two years of professional work experience in the area of engineering to which the position is assigned.

Transportation Land Use: Possession of a bachelor's degree in civil or transportation engineering, transportation planning or a related field and three years of professional work experience in an area involving transportation planning; or an equivalent combination of education and experience.

Necessary Special Requirements

Must possess an NCEE Engineer Intern Registration (excludes Transportation Land Use).

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

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