

City of Dunedin, Florida
Class Description

JOB TITLE: Engineer I, II, III
Utilities Department
Engineering Division

GENERAL STATEMENT OF JOB

ENGINEER I:

Under supervision and direction of a Professional Engineer, participates in the planning, designing, coordinating, and reviewing the work of in-house and outside professional and technical efforts. This position reports to the Assistant Director of Utilities/City Engineer, and/or the Utilities Director, or designee.

ENGINEER II:

Under general direction, employee is required to exercise initiative and independent judgement planning, designing and implementing engineering projects and programs for various City departments and functions. This position reports to the Assistant Director of Utilities/City Engineer, and/or the Utilities Director, or designee.

ENGINEER III:

Under general direction, employee is required to exercise extensive initiative and independent judgment in planning, designing and managing major engineering programs and projects for the City. This is a highly responsible professional and supervisory position involving the administration and supervision of a variety of major complex engineering functions and design activities within the City right-of-way, on City owned lands, as well as at the City's water and wastewater treatment plants. This position reports to the Assistant Director of Utilities/City Engineer, and/or the Utilities Director, or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

ENGINEER I:

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents of any particular position.

Under the direction and responsible charge of a professional engineer:

Examines commercial, industrial, and residential plans, and specifications for compliance with the City's applicable land development code and industry design standards. Interprets municipal codes and regulations to review plans submitted by developers, property owners, and/or other interested parties.

Regularly attends Development Review Committee Meetings to assist developers, property owners, and/or engineers with City specific code compliance and development related inquiries. Consults with appropriate personnel within the various divisions and/or departments to ensure that proposed plans and specifications comply with all applicable codes and City Ordinances.

Assists with the preparation of plans, specifications and cost estimates for roadway, drainage, water supply, sanitary sewage construction projects, and drafts reports on program plans and specifications. Drafts compliance reports, coordinates regulatory compliance, and project exhibits.

Drafts scope of services, schedules and cost estimates; reviews and comments on all contract documents, including plans and specifications; coordinates staff review and others comments with consultant's efforts to resolve conflicts during the design and construction phases of a project.

Drafts designs and plans production using advanced CADD tools; engineering design using one or more advanced modeling tools.

Schedules project meetings, prepares meeting minutes for critical project meetings capturing key discussion points, resulting decisions and action items.

Reviews shop drawings for conformance with plans and specifications; conduct construction project progress meetings; develop construction punch lists under the supervision of a professional engineer.

ADDITIONAL JOB FUNCTIONS

Participates on Boards or committees as required.

Performs other related duties as required.

CAREER PROGRESSION

Employees in this classification that acquire the competencies and minimum qualifications for the next tier will be able to apply for promotional opportunities through a competitive selection process. Employees will not automatically be upgraded to the next tier. Reclassifying a position is based on business need and financial impact and is not based solely on the job competencies or qualifications of the incumbent.

ENGINEER II:

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents of any particular position.

Assists with the preparation of plans, specifications and cost estimates for roadway, drainage, water supply, sanitary sewage construction projects, and drafts reports on program plans and specifications. Drafts compliance reports, coordinates regulatory compliance, and project exhibits.

Initiates and reviews approval of plans and specifications prepared by consulting engineering firms; evaluates project status and sets project team milestones for completion of project tasks; evaluates and monitors project budget and expenditures of funds.

Participates in construction-related project management by reviewing construction drawings, specifications, plans, and permit packages. Coordinates with construction inspectors to ensure projects are constructed per plan and pay applications are correct and accurate. Performs walkthrough of substantially completed projects to develop punch list. Coordinates close out of permits with regulatory agencies for completed construction projects.

Provides oversight and review of commercial, industrial, and residential plans, and specifications for compliance with the City's applicable land development code and industry design standards.

Provides information, assistance, and services to the general public, employees, and others in person, through computer applications, by telephone, or by other forms of communication. Provides information, resolves routine problems or complaints, completing tasks that may include data entry, data retrieval, and coordination with other divisions, departments, and/or agencies.

Prepares correspondence, reports, specifications, contract documents, and official documents including City Commission Meeting memorandums. Presents projects and findings at City Commission Work Sessions, Work Shops and various public meetings.

Selects work methods and formulates recommendations to meet program and project needs, objectives and goals, and is responsible for in-house design and contracted services for infrastructure design, rehabilitation, and/or renovation of City capital infrastructure.

Acts as project manager of engineering programs and projects; supervises and

coordinates all related activities including programming, contract administration, progress reports, and change orders; maintains continuous liaison with local, state and federal governments.

Replies to technical inquiries from governmental agencies on policy, petitions, ordinances, engineering problems, and estimated construction costs; coordinates present and future needs of the department / division with other agencies.

Keeps detailed records and accounts of work performed related to City infrastructure projects.

ADDITIONAL JOB FUNCTIONS

Participates on Boards or committees as required.

Performs other related duties as required.

CAREER PROGRESSION

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ENGINEER III:

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents of any particular position.

Supervises and administers the planning and/or design of major engineering functions in Public Works, Transportation, Utilities, or Stormwater; determines or assists in the determination of priorities in the scheduling of projects; prepares estimates of costs and makes recommendations for inclusion in the annual department / division budget; supervises and participates in preparation of plans, specifications and contract documents for a large variety of projects requiring contract bid, or for internal use.

Selects work methods and formulates recommendations to meet program and project needs, objectives and goals, and is responsible for in-house design and contracted services for infrastructure design, rehabilitation, and/or renovation of City capital infrastructure.

Acts as project manager of major engineering programs and projects; supervises and coordinates all related activities including programming, contract administration, progress reports, and change orders; maintains continuous liaison with local, state and federal governments.

Ensures project files contain all correspondence related to a project from the estimates and bidding documents through construction phases; including plans, specifications, change orders, requests for information, invoices and backup documentation, and closeout materials.

Works closely with all internal and external organizations, and City Administration to ensure successful execution of the Capital Improvement Program (CIP) and completion of assigned responsibilities.

Replies to technical inquiries from the general public and from governmental agencies on policy, petitions, ordinances, engineering problems, and estimated construction costs; coordinates present and future needs of the department / division with other agencies.

Supervises and advises City staff in their duties to ensure work is performed in adherence to contract documents, specifications, principles of quality workmanship, and meeting local, State, and Federal codes and guidelines, as well as City policies and standards.

Identifies necessary field investigations and required permits for successful completion of project design. Develops strategies for acquisition of required project regulatory permits; Responds to "Requests for Information" (RFI's) through consulting with the City Engineer.

ADDITIONAL JOB FUNCTIONS

Participates on Boards or committees as required.

Performs other related duties as required.

CAREER PROGRESSION

Employees in this classification that acquire the competencies and minimum qualifications for the next tier will be able to apply for promotional opportunities through a competitive selection process. Employees will not automatically be upgraded to the next tier. Reclassifying a position is based on business need and financial impact and is not based solely on the job competencies or qualifications of the incumbent.

MINIMUM TRAINING AND EXPERIENCE

ENGINEER I – Requires a Bachelor’s degree in Civil Engineering, or related field, with Engineering Intern Certification. Experience in planning, developing, implementing, designing, computer modeling, or inspecting engineering projects is preferred.

ENGINEER II - Requires a Bachelor’s degree in Civil Engineering, or related field, with Professional Engineering (PE) certification from the State of Florida. Three to seven years of experience in planning, developing, implementing, designing, computer modeling, or inspecting public works related engineering projects is required.

ENGINEER III - Requires a Bachelor’s degree in Civil Engineering, or related field, with Professional Engineering (PE) certification from the State of Florida. Eight years of experience in planning, developing, implementing, designing, computer modeling, or inspecting engineering projects is required. At least 5 years of supervisory experience is required.

SPECIAL REQUIREMENTS

Requires a valid Florida Driver License.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be re-assigned to a category A as required, with notice. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of civil engineering principles, practices and methods. Has thorough knowledge of engineering design criteria, standards, and applicable permit requirements. Has knowledge of federal, state, and local permitting requirements for site development and public works construction. Has knowledge of construction standards, methods, materials, and inspection techniques. Has knowledge of applicable environmental regulations and requirements. Has the ability to read and interpret engineering drawings, specifications and contract documents. Has the ability to prepare reports and maintain records.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to perform and/or review detailed and complex engineering calculations. Requires the ability to analyze data and develop logical conclusions. Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to maintain effective relationships with personnel in other departments, external professionals, vendors and business owners. Requires the ability to work effectively with others. Requires the ability to offer assistance to co-workers and employees of other departments as required. Requires the ability to deal tactfully and courteously with the general public.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use a computer and engineering-related software. Requires the ability to apply computer applications and software and complete data entry and word processing functions.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Requires the ability to speak and understand the English language. Requires the ability to communicate effectively both orally and in writing.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Requires the ability to understand and carry out oral and written administrative and technical instructions. Requires the ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment, which includes a computer, printer, computer-assisted multi-line telephone system, copier, etc. Must be able to exert up to 50 pounds of force occasionally and/or a 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

Sensory Requirements: Some tasks require visual perception and discrimination as well as oral communications ability.

Environmental factors: Office tasks are regularly performed without exposure to adverse environmental conditions.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans, with Disabilities Act, the employer will provide reasonable accommodations

to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Janice "Nan" Bennett

Director of Utilities

03 NOV 2023

Date