

City of Dunedin, Florida
Class Description

JOB TITLE: Engineering Designer
Utilities Department
Engineering Division

GENERAL STATEMENT OF JOB

Under supervision and direction, provides paraprofessional engineering design and project coordination services, for various City projects. Provides information and assistance to contractors, consultants, developers and the public regarding division projects and activities. Prepares design plans under the responsible charge of a Professional Engineer and manages some public works projects. Performs related work as directed. The position reports to City Engineer or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

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(s) of any particular position.

Provides technical and general graphic support for City staff as required. Provides support for construction plan preparation and mapping.

Prepares bid documents; cost estimates and project quantities, using quantity manager tools within Autodesk Civil 3D (CADD) software.

Generate design and construction drawings for roads, City utilities, and Management of Traffic (MOT). Generate quantity and cost estimations for Capital Improvement Projects (CIP).

Conducts research and field work as required to gather information concerning engineering problems and projects. Compiles data and assists in preparation of required reports, records and correspondence.

Assists franchise utilities, contractors and sub-contractors as necessary. Works with survey crews and assists as necessary.

Reviews project plans for compliance with applicable codes, ordinances and regulations.

Provides technical information and advice to City staff, other agency staff, contractors, developers and the general public.

Receives and responds to public inquiries, concerns, and complaints regarding department/division activities. Prepares design and construction drawings for City projects with the use of Autodesk Civil 3D (CADD) software.

Assists other city staff and/or city contractors to prepare design drawings using appropriate governing standards.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, copying and filing documents, faxing and emailing information, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires professional training, course work and/or experience of technical engineering. Proficient using Autodesk (CADD) software in project design and drafting construction plans.

An equivalent combination of training and experience which provides the required skill, knowledge and abilities may be considered.

Proficient in the use of Microsoft Office software, specifically, Excel, Access, Word and PowerPoint.

Basic knowledge and familiarity with the use of Environmental Systems Research Institute Geographic Information Systemm(ESRI GIS)desktop software, or equivalent.

SPECIAL REQUIREMENTS

Must possess a 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 required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Engineering Designer. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Has general knowledge of the principles, theories, practices and methodologies of engineering, drafting and other fields applicable to the requirements of the position. Has the ability to

assimilate both technical and theoretical concepts and apply the knowledge in creative and intuitive ways to solve unique problems. Is able to make sound educated decisions. Has the ability to take the initiative to complete the duties of the position with limited direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains a self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with supervision and instruction.

Judgment: Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Ability to make sound, rational decisions in design process. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before requesting assistance.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships with coworkers, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning

sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Works under the responsible charge of a Professional Engineer (P.E.) and as such, communicates progress with, escalates issues to, and implements direction of supervising P.E. for all engineering related assignments.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgement in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components. Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Ability to coordinate department activities and maintain effective relationships with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Ability to react professionally at all times, dealing with sensitive situations with tact and diplomacy.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, technical calculator, telephone, surveying instruments, drafting instruments. Requires the knowledge of and skill in the use of computer-aided design technology. Requires the safe operation of City vehicles for attendance at site visits.

Verbal Aptitude: Requires the ability to use conceptual data and information, as well as reference, descriptive, advisory, consulting, synthesis and design data and information. Ability to speak and understand the English language. Ability to read and interpret complex materials pertaining to the responsibilities of the job. Requires the knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to apply algebraic and basic calculus concepts and algorithmic and modeling techniques in areas such as engineering design and alternative cost analysis.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution. Has the ability to assimilate both technical and theoretical concepts and apply the knowledge in creative and intuitive ways to solve unique problems. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position with minimal direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Field work requires the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Office tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

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

Environmental Factors: Office tasks are regularly performed without exposure to adverse environmental conditions; field work may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, machinery and traffic hazards, smoke/dust/pollen, and noise extremes. Tasks may require extensive computer use and exposure to video screens.

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

Utilities Director

17 JAN 2024

Date