

Department of Engineering

Job Descriptions

JOB TITLE: Public Works and Utilities Dir/ City Engineer

GENERAL STATEMENT OF JOB:

A public works director is responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

JOB TITLE: Section Engineer

GENERAL STATEMENT OF JOB

Performs highly responsible senior management, professional, administrative, and supervisory work directing engineering and technical support functions of a Section within the Department of Public Works & Utilities (DPW&U) – Engineering Division. This position requires the possession and maintenance of a valid Professional Engineering certification from the State of Florida and may perform as official Engineer of Record on projects, requiring that the incumbent sign and seal documents. General guidance is provided by the City Engineer / Director of Public Works & Utilities; and/or the Deputy City Manager; however, the incumbent exercises considerable judgment and initiative. This position reports to the City Engineer.

JOB TITLE: Senior Engineer

GENERAL STATEMENT OF JOB

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 work is of an advanced nature dealing with critical city departments, agencies, and officials. Work may include. Infrastructure responsibilities include roadways, storm water, utilities, plant work, and miscellaneous structures. Work is reviewed through reports, observations, and obtained results. This position reports to the Engineering

Division's Section Engineer, and/or the Public Works & Utilities Director/City Engineer, or designee.

JOB TITLE: Resident Engineer - Construction Administration

GENERAL STATEMENT OF JOB

This is a supervisory position involved in highly complex construction activities in the City right-of-way, on City owned lands, as well as the City's water and wastewater treatment plants. This work is of an advanced nature dealing with critical city departments, agencies, and officials. This position performs with a high degree of independence and decision making authority and is responsible for performing various in-field and administrative functions involving contracted services for infrastructure construction, major repair, replacement, rehabilitation and/or renovations of City capital infrastructure. Infrastructure responsibilities include roadways, storm water and utilities, plant work and vertical structures. This position works with professional judgment and independent decision making within established guidelines under the supervision of the Engineering Division. The incumbent administers projects and ensures targets and requirements are met and assignments, projects, operations, or services are completed and delivered on schedule and within budget. Work is reviewed through reports, observations, and obtained results. The incumbent works closely with all internal and external organizations, and City Administration leadership to ensure successful completion of assigned responsibility. The position reports to the Public Works & Utilities Director / City Engineer, or designee.

JOB TITLE: Project Engineer

GENERAL STATEMENT OF JOB

This is a technical position performing advanced professional civil engineering work, designs, or managing highly technical engineering projects, or performing complex independent technical review or design work of similar responsibility, focusing on government projects, construction, operations, and programs. Employees occupying this classification must possess and maintain Professional Engineering certification from the State of Florida, and will be expected to perform as Engineer of Record on assigned work that requires such professional endorsement. Work assignments are performed independently requiring skill and accuracy in civil engineering technology. The incumbent may be delegated assignments to serve as lead representative on technical matters. The position reports to the Section Engineer, or designee.

JOB TITLE: Plans Review Engineer

GENERAL STATEMENT OF JOB

Under general supervision, is responsible for complex work performing technical reviews and examination of plans and specifications pertaining to the development and construction of private commercial, industrial, residential and public works projects, to ensure soundness and compliance with all applicable City of Dunedin land development and infrastructure construction codes and ordinances. Performs specialized technical and administrative project-related tasks, involving public contact in an office environment. Work involves, but is not limited to, engineering designs and plans preparation, development and/or review including specifications and engineering cost estimates for the construction of municipal and/or private development projects, contract documents assembly, project related research, and capital projects tracking. Reports to the City Engineer, or designee.

JOB TITLE: Project Coordinator

GENERAL STATEMENT OF JOB

Reviewing contracts and approving or rejecting them along with putting forth cost estimates for each individual engineering project. When needed, an engineering coordinator will be expected to make presentations and explain proposals to customers and even negotiate terms with them.

JOB TITLE: CAD/GIS System Administrator

GENERAL STATEMENT OF JOB

Under general supervision, manages the City's GIS system and information flow inside and outside the organization. Works with County agencies, software providers, internal users and the general public to provide access to wide variety of information and mapping. Provides para-professional engineering

design and drafting for various City projects. Provides information and assistance to contractors, consultants, developers and the public regarding division projects and activities. Performs related work as directed. Reports to the City Engineer.

JOB TITLE: Senior Public Works Designer

GENERAL STATEMENT OF JOB

Under general 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 and manages some public works projects. Performs related work as directed. Reports to a Division Section Engineer.

JOB TITLE: Public Works Designer II

GENERAL STATEMENT OF JOB

Under general 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 and manages some public works projects. Performs related work as directed. Reports to the City Engineer.

JOB TITLE: Technical Support Assistant

GENERAL STATEMENT OF JOB

Under general supervision, provides technical support to department / division and other City staff to ensure effective and efficient operations. Performs related work, as directed.

JOB TITLE: Public Works & Utilities Inspector

GENERAL STATEMENT OF JOB

Under direction, inspects City engineering and construction projects for compliance with existing codes, plans, specifications and standard construction practices during and after construction. Provides information and assistance to contractors, consultants, developers and the public regarding division projects and activities. Performs related work as directed. Reports to the City Engineer, or designee.

JOB TITLE: Technical Coordinator

GENERAL STATEMENT OF JOB

Under general supervision, provides complex technical support, including but not limited to contract assembly, project invoice processing, capital projects and operating budget expenditure tracking, requisition entry, purchase order payments and tracking, time card review and approval, and ordering of office supplies. Supervises clerical and technical staff engaged in similar work. Work involves leading and training subordinate personnel, researching problems and recommending solutions for approval. The position reports to the Director of Public Works & Utilities / City Engineer, or designee.