

City of Dunedin, Florida

Class Description

JOB TITLE: Project Engineer
Public Works & Utilities Department

GENERAL STATEMENT OF JOB

Performs advanced technical/professional civil engineering work, design 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 who receive their Professional Engineering certification from the State of Florida are eligible for additional earnings, with the expectation that if the additional earnings are accepted, the employee will be expected to perform as an Engineer of Record on assigned work that requires such professional endorsement. The incumbent may be delegated assignments to serve as lead representative on technical matters. The position reports to a Section 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 incumbent(s) of any particular position.

May supervise, plan, and direct the activities of an engineering effort within a unit or organization.

Responsible for planning, designing, coordinating, performing, and reviewing the work of in-house and outside professional and technical efforts and independent technical reviews in the design, planning, and/or oversight of work of similar scope and responsibility.

Assists in the planning, construction, operations, maintenance, and administration of local government agency programs, contractors, or other assignments that are required to be performed by a degreed engineer.

Designs and prepares plans, specifications and cost estimates for roadway, drainage, bridge, water supply, sanitary sewage construction projects, and prepares reports on program plans and specifications.

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Prepares Project Management Plans, compliance reports, drainage models, and drainage exhibits.

Reviews storm water calculations and construction plans to determine compliance with the City's land development codes.

Prepares 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.

Directs the planning, design, construction, and resident inspection of construction projects, utilities projects, roadway, bridge and other assigned public works projects.

Represents the City in the coordination of civil engineering, or other projects including assisting with the selection process for consultants or general contractors by preparing scopes of services and contract agreements.

Performs complex technical engineering reviews and develops engineering specifications. Performs drafting and/or mapping utilizing specialized software and maintains related databases.

Coordinates staff efforts in technical engineering reports, site plan review, cost analysis, feasibility, construction, operations, and maintenance of engineering projects.

Performs design and plans production using advanced CADD tools; engineering design using one or more advanced modeling tools; engineering related site development concurrency reviews.

Prepares survey requests identifying extent of project, type and detail of survey information required, and completes survey request form; 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.

Identifies conflict utilities and prepares request for utility mark-ups.

ADDITIONAL JOB FUNCTIONS

Performs routine office and administrative work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree with major coursework in Civil Engineering. Consideration shall be given to individuals with experience in the roadway and drainage emphasis.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered in lieu of the experience.

Consideration shall be given to individuals with knowledge and experience using either CADD platform, Bentley's Geopak/Microstation or Civil 3D.

SPECIAL REQUIREMENTS

Must possess an Engineering Intern Training certification from the state of Florida, or be able to obtain within two years of employment with the City of Dunedin.

Must possess a Professional Engineering certification from the state of Florida, or be able to obtain within five years of employment with the City of Dunedin.

Florida Driver License and endorsements, if any.

Assignment to work a variety of work schedules, including compulsory work periods in special, emergency, and/or disaster situations.

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 Project Engineer. 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 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 without the need of 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.

PERFORMANCE APTITUDES

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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, engineers scale, 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 advanced algebraic and calculus concepts and algorithmic and modeling techniques in areas such as engineering design and alternative cost analysis. Requires the ability to use principles of probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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 (10 - 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.

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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 VDT exposure.

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.



Public Works & Utilities Director

12/7/15

Date