

City of Dunedin, Florida

Class Description

JOB TITLE: Section Engineer
Public Works & Utilities Department

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.

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.

Directs and supervises engineering, technical, and administrative staff and resources; in the absence of the City Engineer, the incumbent supervises the Division as required, and represents and acts on behalf of the City Engineer.

Prepares and implements plans and designs for maintaining and developing infrastructure by utilizing a specialized segment of professional engineering-related services and activities necessary to implement major capital improvements.

Supports the DPW&U in order to maintain and develop existing or new infrastructure and initiatives.

Manages engineering programs and construction delivery methods for very large projects that may include design-bid-build; design-build; or general contractor/construction manager efforts.

Responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating, administration, and reviewing the work of engineering staff, consultants, contractors, administrative staff, and other personnel.

Section Engineer, Public Works and Utilities Department

Prepares and implements a specialized segment of professional engineering-related services and activities covering, but not limited to: water/sewer, civil/structural, utilities, roadway, infrastructure, solid waste or other major public works associated CIP plans, designs, and acquisitions.

Supervises technically complex capital improvement projects and programs involving several design specializations including the planning, cost estimating, development, tracking, and reporting on civil engineering services, such as, roadways, bridges, wastewater, water and solid waste systems or other infrastructure projects.

Signs and Seals documents as the Engineer of Record and other tasks that require a Professional Engineering certification from the State of Florida.

Provides oversight strategy, vision and guidance over engineering consultants and internal staff, relating to design and environmental reviews, right-of-way and permit acquisition and compliance.

Oversees complex projects with responsibility for planning and implementation - modeling; permitting, and the design of various facilities, roadways, and miscellaneous projects, adhering to relevant codes, regulations, and resolves design issues related to construction projects.

Supervises and leads in negotiations, tracking, and managing of consultant contracts, interagency and internal service agreements, and professional engineering processes.

Supervises and coordinates management of large interdepartmental, cross-functional, multidisciplinary engineering and technical project groups and teams.

Ensures timely, efficient, and effective preparation and presentation of technical reports and information to senior managers and project stakeholders.

Implements policies and procedures to ensure compliance with appropriate laws, permits, regulations and codes.

Motivates, coaches, and mentors staff.

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 and a basic understanding of the use of Computer-Aided Design (CAD) systems, eight years of responsible technical, professional, and administrative functions in project management, civil engineering, project budgeting/accounting, or related experience with a minimum of 4 years performing project manager tasks, with leadership experience managing major capital improvement projects (CIP) initiatives, strategic planning, and implementation of complex public works projects. At least 2 years of supervisory experience is required.

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

SPECIAL REQUIREMENTS

Professional Engineering certification from the State of Florida.

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 Section Engineer. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific 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. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able 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, as well as the assignments and work activities of subordinates. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

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.

Section Engineer, Public Works and Utilities Department

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 provide effective leadership and coordination as assigned. 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. Ability to make sound, educated decisions.

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.

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

Section Engineer, Public Works and Utilities Department

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

Date 5/22/15