

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Senior Public Works Designer**  
Public Works & Utilities Department  
Engineering Division

**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.

**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.*

Conducts research and field work as required to gather information concerning engineering problems and projects.

Conducts technical studies and analyses as required

Works with city and private survey crews and assists as necessary.

Assists franchise utilities, contractors, and sub contractors as necessary.

Reviews project plans for compliance with applicable codes.

Compiles data and assists in preparation of required reports, records and correspondence.

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 activities.

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Prepares design and construction drawings for City projects.

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

Reviews and prepares Official Instruments.

Prepares bid documents and project quantities, using advanced quantity manager tools within the CADD software.

***Depending on the position, incumbent may perform any or all of the following duties:***

Provides technical staffing and graphic support for City staff as required.

Provides graphics support, construction plan preparation and mapping.

Maintains City Atlas Series using specialized computer software.

Reviews and prepares legal descriptions, plats, deeds, etc.

Reviews and prepares the Official City Limit Map and narrative description.

Enters computer data; uses desktop computers to maintain design and facility databases and to produce engineering designs, presentation materials, spreadsheets, etc.

Links ESRI GIS database information with CADD drawings.

Utilizes survey, GPS, object data and attributes information to maintain databases for asset management and planning purposes.

Maintains scanning program for project archive records and data retrieval.

Creates and maintains GIS information within CADD drawings with proper placement and standards for current and future use.

Researches database and CADD environments to maintain compatibility with other software.

Optimizes programming to simplify drafting and design procedures and to maintain CADD standards.

Develops visual web programming to publish GIS information and function with specialized software.

### **ADDITIONAL JOB FUNCTIONS**

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

Performs related duties as required.

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**MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree or Technical degree in engineering or CADD software with five years of experience in project design and drafting construction plans.

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

Work experience dealing with the Department of Transportation will be given special attention.

**SPECIAL REQUIREMENTS**

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

A positive attitude and aptitude to learn new software and techniques, as directed and trained.

**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 Senior Public Works Designer. Is knowledgeable in 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. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

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**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to coordinate department activities with other City departments, consultants, contractors and government/private agencies in order to accomplish goals and complete projects. Has the ability to provide effective leadership and coordination as assigned. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Has knowledge of and skill in the use of modern office equipment. Has knowledge of and skill in the use of computer-aided design technology. Requires the ability to use, operate and/or handle equipment such as a computer, copier, technical calculator, telephone, engineers scale, surveying instruments, drafting instruments.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to apply advanced algebraic / calculus concepts and algorithmic / modeling techniques in areas such as engineering design; to use principles of probability and statistical inference.

**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 the 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 without the need of 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 (1 2-20 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

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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, 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 / City Engineer

1/3/17  
Date