



Position Description

Position Title: Project Engineer	Department: Public Works	PW/3
Reports to: Assistant Public Works Director	Supervises: N/A	
FLSA Status: Exempt	Dates Revised: 2/16/22	
Grade: 22 PE/21 FE	On-Call/Response Time: No	

JOB SUMMARY

The project engineer provides project management on city projects, including construction inspection, quality control, and surveying/staking (as necessary), performing plan reviews, project coordination, and various aspects of capital planning and asset management.

MAJOR DUTIES

- Maintains regular and reliable attendance with a physical presence.
- Performs project management of city construction projects, including pre-construction meetings, progress meetings, public meetings, construction inspection, quality control, and surveying/staking. Works closely with contractors to ensure quality workmanship and compliance with specifications and assists contractors with construction sequencing, traffic control, and pay requests. Reviews shop drawings, prepares change orders, as well as coordinates and reviews construction materials testing on soils, asphalt, and concrete.
- Performs construction closeout procedures including final walkthroughs, preparation and/or review of construction completion reports (CCRs), and project as-builts documents.
- Monitors compliance with environmental permits and all applicable regulations in areas of responsibility.
- Performs plan reviews to ensure construction documents are compliant with city standards and specifications.
- Coordinates bidding of city projects with the Building and Development Administrative Assistant including preparing bid documents, advertising, sending notices, and tabulating bid results. Performs the bidding services in the absence of the Building and Development Administrative Assistant.
- Assists with the preparation of the Capital Improvement Plan. Prepares preliminary design & cost estimates/budgets and bidding documents for city projects including coordination with various City departments, collecting field data, topographic surveys, establishing project scopes, and preparing cost estimates/budgets.
- Implement the Bridge Inspection Program; coordinates necessary repairs and maintenance items with city staff; prepares budget for major improvements and repairs of bridges; coordinates with the engineering firm hired to prepare inspection report on two (2)-year recurrence; coordinates with South Dakota Department of Transportation (SDDOT) to ensure the SDDOT's requirements for bridge inspection and repair work are met; and maintains records of repairs and maintenance.

- Maintains documentation and updates the inventory of city assets and the plan to manage those assets. Responsibilities include culvert inspection; coordinating culvert repairs and maintenance; road inspection; maintaining and updating records of road maintenance and repairs; utilizing the Pavement Management Index (PMI) to update pavement conditions; and makes recommendations for repairs.
- Routinely consults with personnel throughout the department, city, county, and state to remain aware of issues and challenges with current and new local, state, and federal requirements for construction. Includes attending and participating in professional conferences throughout the region.

ORGANIZATIONAL RESPONSIBILITIES

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of civil engineering theories and practices, including topography.
- Knowledge of drafting techniques, terminology, methods, and instruments including computer aided design (CAD) technology. Proficiency with AutoCAD/Civil 3D software required.
- Knowledge of the analysis and review of construction plans, specifications, and water, sewer, and storm drainage reports.
- Knowledge of general drainage law and storm drainage management principles.
- Knowledge of survey principles, practices, and equipment.
- Knowledge of construction inspection procedures, practices, and methods.
- Skill in preparing and presenting technical reports.
- Skill in performing technical support for engineering designs.
- Skill in analyzing and compiling technical and statistical information and in preparing reports.

- Skill in accurately recording field conditions.
- Skill in developing and maintaining data records and map libraries.
- Skill in performing technical research related to computer mapping and database descriptions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Assistant Public Works Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the laws, rules, regulations, and ordinance governing the installation of public works facilities/infrastructure, including ADA regulations and department and city policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering duties. The volume of engineering standards and practices contributes to the complexity of the position.
- The purpose of this position is to assist in directing and participating in the provision of engineering support for city operations. Success in this position ensures that city construction projects are in compliance with standards, specifications, rules, and regulations.

CONTACTS

- Contacts are typically with city staff, contractors, consultants, construction materials testing personnel, surveyors, area utility service providers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate or influence persons, and to justify, defend, and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, and machinery with moving parts. Work required the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in civil engineering from an accredited college or university required along with a minimum of 2 years of relevant job experience.
- Successful completion of the Fundamentals of Engineering (FE) exam or possession of a Professional Engineer (PE) License in the State of South Dakota or ability to obtain licensure by comity/reciprocity within 6 months of date of hire. PE licensure strongly preferred.
- Possession of or ability to readily obtain a valid driver’s license issued by the State of South Dakota for the type of vehicle or equipment operated. Insurable driving history.

DISCLAIMER

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time, and the city may also terminate the employee’s employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered “at-will.”

EMPLOYEE ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee’s Signature: _____ Date: _____

Department Head: _____ Date: _____