

**CITY OF WATERTOWN
JOB DESCRIPTION**



Title:	Civil Engineer I / II / III	Employee Group:	Non-represented
Department:	Public Works	Pay Grade:	165/170/175
Reports To:	Assistant City Engineer	FLSA Status:	Exempt

POSITION SUMMARY

This position is responsible to assist the Public Works Director/City Engineer with administrative oversight, leadership, planning, coordinating and implementation of the Engineering Division in order to ensure essential services are provided to plan, design, construct, and maintain the public infrastructure and provide for public safety, health and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Conducts design reviews and site plan reviews.
2. Performs quality control field inspections and approves inspector daily reports; performs field engineering as required; coordinates the work of survey crews as needed.
3. Provides service to customers by answering questions, providing information, making referrals and assuring appropriate follow-through and/or resolution.
4. Communicates on the progress and quality of the work, issuance of stop work orders, liquidated damages, or field corrective orders if contractor does not follow specifications.
5. Attends project status meetings between City and Contractor. Ensures final project is completed and completes closeout documents.
6. Conducts special engineering studies and prepare reports as required.
7. Assists in requesting or applying for grants to assist in the funding of municipal projects.
8. Retrieves, reviews, or modifies data within the City's GIS/modeling programs for accurate reporting and record keeping.
9. Serves as a resource to communicate engineering standards and ordinance requirements for project planning meetings, pre-construction meetings, or other communications for engineers, consultants, developers, residents, and technicians.
10. Other duties as assigned.

Assignment of these functions will be dependent upon skill and experience level

11. Plans, designs, and coordinates assigned capital improvement and other municipal engineering projects.
12. Participates in the preparation of construction cost estimates.
13. Prepares plans and all bid documents related to these projects. Coordinates with other agencies to meet the appropriate schedules and budgets.

14. Assist with the development of request for proposals, bids, and quotes.
15. Manage and execute contracts with outside firms.
16. Conducts pre-construction conferences to ensure a thorough understanding of proposed construction programs and a smooth scheduling of work for completion consistent with the schedule
17. Communicates progress updates throughout the construction phase.
18. Ensures contractor follows project specifications, cost control and time requirements.
19. Provides expert advice and descriptions to ensure an understanding of proposed projects.
20. Recommends policy and procedure updates on engineering standard changes.
21. May appear before the Council on special matters or to clarify construction projects.
22. Keeps Assistant City Engineer or assigned supervisor promptly informed of important developments in areas of accountability to ensure prompt resolution of problems, and a thorough understanding of construction program.
23. Assists with the review of concept plans, preliminary plans, construction plans, plats, drainage reports, traffic studies, or other supporting documentation for development review and permitting approval.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of civil engineering principles and practices.
2. Knowledge of methods and techniques in the scoping, design, bidding, construction, closeout, and maintenance of municipal projects.
3. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of principles and practices of project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
9. Ability to establish and maintain accurate records of assigned activities and operations.
10. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
11. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to think quickly, maintain self-control, and adapt to stressful situations.
14. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
15. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
16. Ability to perform mathematical calculations required of this position.
17. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.

18. Skill in researching and understanding complex written materials.
19. Ability to prepare and maintain accurate and concise records and reports.
20. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
21. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
22. Ability to handle sensitive interpersonal situations calmly and tactfully.
23. Ability to maintain professionalism at all times.
24. Ability to maintain effective working relationships with individuals within and outside the organization.
25. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
26. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work is generally in a moderately noisy setting (e.g. business office, light traffic).

MINIMUM REQUIRED QUALIFICATIONS

Civil Engineer I

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Engineering.

PREFERRED QUALIFICATIONS

- Previous intern or work experience in engineering.

- APWA Certification as a Stormwater Manager or Public Infrastructure Inspector

OTHER REQUIREMENTS

- Possession of valid driver's license.

Civil Engineer II

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Engineering.

PREFERRED QUALIFICATIONS

- Previous intern or work experience in engineering.
- APWA Certification as a Stormwater Manager or Public Infrastructure Inspector

OTHER REQUIREMENTS

- EIT Certification
- Possession of valid driver's license.

Civil Engineer III

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in Engineering and five (5) years; work experience as an Engineer.

PREFERRED QUALIFICATIONS

- Experience within a public works/public utilities department.
- APWA Certification as a Stormwater Manager, Public Infrastructure Inspector, or Public Works Professional Supervisor

OTHER REQUIREMENTS

- Registration as a Professional Engineer in the State of South Dakota.
- Possession of valid driver's license.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name