

STAFF ENGINEER I**NATURE OF WORK**

This is professional engineering work.

Work involves responsibility for preparing and reviewing construction development and capital improvement plans. Work includes reviewing plans for adherence to accepted engineering design and construction standards and city or state codes and inspecting construction work for adherence to plans. The employee is expected to use discretion and independent judgment to evaluate various courses of action with respect to significant issues in area of specialization. Work is performed with considerable freedom from direct supervision. The incumbent is under general direction of a higher level manager and results of work are reviewed through conferences and reports.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

Reviews and evaluates maintenance procedures and materials, identifies areas in need of improvement; determines alternatives, recommends and/or initiates solution.

Identifies and develops special projects; specifies anticipated costs and needed manpower, materials, and equipment; recommends appropriate action.

Supervises, inspects, and coordinates work on projects to insure specifications are met, acceptable materials are used, and the project is completed in a timely fashion.

Reviews plans; identifies problem areas, develops and recommends improvements.

Reviews paving plans and inspects paving of new subdivisions.

Reviews applications for zoning certificates, determines compliance with regulations, approves and/or recommends approval of application.

Prepares specifications, evaluate bids, and recommends contractor.

Performs traffic studies and maintains traffic light controls.

Assigns lot and house numbers for new allotments and construction.

Locates property lines and storm sewer tie-ins; maintains storm sewer maps and street inventory.

Issues street excavation permits and inspects for compliance with closure policies.

Meets and confers with engineers, architects, and contractors; provides and obtains information, reviews, and discusses projects; recommends appropriate action.

Provides guidance and direction to city staff for improving and upgrading materials, procedures, and facilities.

Plans for short- and long-range expansion of city street and storm sewer systems and city facilities needed to meet future demands.

Provides information regarding costs of supplies, materials, and equipment for use in preparation of budget and appropriation.

Attends seminars, workshops, training sessions, and other meetings to remain knowledgeable and current of agency policy and to obtain new ideas in area of specialization.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from college or university with a bachelor's degree in civil engineering, plus some engineering experience; or any equivalent combination of experience and training which provides the required knowledge, abilities, and skills.

Considerable knowledge of principles and practices of civil engineering as applied to the design and preparation of plans and specifications for a wide variety of engineering projects.

Considerable knowledge of construction techniques.

Considerable knowledge of city and state laws and regulatory codes applicable to design and construction projects.

Ability to plan, develop, and conduct engineering studies.

Ability to make complex engineering computations.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to sit for extended periods of time.

Ability to traverse rough or uneven ground; use stairways, scaffolds, climb ladders, access ditches, manholes, or storm sewers.

Ability to do occasional lifting of light objects (0 - 25#s) to all levels.

Ability to enter data into a computer, retrieve and manipulate; operate a calculator and other similar office equipment.

Ability to operate a car or light truck; may use commercial carrier for out of town trips.

Full coordination required.

Ability to withstand occasional exposure to adverse weather conditions.

Ability to do occasional bending, stooping, reaching, twisting, and gripping.

Possible minor injury.

Ability to see well enough to perform very detailed technical work including preparing and/or reviewing construction plans, schematics, and/or other technical drawings.

Ability to hear well enough to converse by telephone and in person; may use two way radio to communicate.

NUMBER IN CLASS: NONE

PAY GRADE: 404

FLSA: EXEMPT

CIVIL SERVICE STATUS: UNCLASSIFIED

UNION: NO

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