

JOB TITLE: Civil Engineer

JOB NO: EG002222

JOB FAMILY: Engineering

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Under general supervision by the City Engineer, reviews plats, site plans, and engineering plans developed by consultants for private projects for technical and regulatory adequacy and maintain City General Design Standards. Reviews plats, engineering plans, and specifications for public projects. Coordinates review activities with other City departments, divisions, and outside agencies. Provides highly responsible and complex administrative support to the City Engineer.

SUPERVISION

General supervision is provided by the City Engineer. Responsible for direct supervision of Engineering Records Technician, general supervision of Engineering Division GIS staff, and oversight of contract labor as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Must be able to effectively read and comprehend plats, engineering plans, and specifications, analyze complex engineering problems, formulate feasible solutions, build consensus, and communicate recommendations and decisions both orally and in writing.
3. Review plats, plans and specifications for public works projects and private development for technical and regulatory adequacy. Communicate and discuss with consulting engineers and developers review comments and recommended corrections to plans and specifications.
4. Prepare, review, update, coordinate, and maintain City design guidelines for roadways, water distribution, sanitary sewer systems, drainage systems and other municipal infrastructure.
5. Supervise and assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures of assigned records and GIS technicians. Provide timely, accurate and thorough counseling and performance reviews for supervised employees.
6. Respond to and resolve difficult and sensitive citizen, employee, developer, and consultant inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES

1. Conduct organizational studies, investigations, and studies; prepare reports; recommend modifications to Division programs, policies, and procedures as appropriate.
3. Attend and participate in professional organizations; stay abreast of new trends, innovations, and technologies in the fields of civil engineering and construction.
4. Oversee maintenance of map records for the City's infrastructure. Coordinate the development and management of the computerized mapping and geographic information system for City infrastructure with the GIS Coordinator and IT Director.

5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an ABET accredited institution with major course-work in civil engineering.

EXPERIENCE

Four years of increasingly responsible civil/municipal engineering experience.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of an active certificate of registration as a Professional Engineer, with specialization in the field of civil engineering, issued by the Texas Board of Professional Engineers; or possession of similar registration issued by another state, with the condition that the successful applicant obtain an active certificate of registration as a Professional Engineer, with specialization in the field of civil engineering, issued by the Texas Board of Professional Engineers within twelve months of employment as a condition of continued employment.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork/Ability to work with others; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision, innovation & risk taking; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Land surveying practices, laws and procedures.

Computer Aided Design and Drafting Software - Specifically AUTOCAD.

Geographic Information System (GIS) Software, specifically Arc/Info.

Skill in:

The design of civil engineering (water, sanitary sewer, street and drainage improvement) projects.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*

- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *exposure to dirt, fumes, toxic materials, extreme temperatures, noise, vibrations and high work places*
- *pushing, pulling or lifting equipment or supplies used in surveying and inspecting construction occasionally weighing up to 50 lbs.*
- *sitting for extended periods of time*
- *stooping, twisting, or crouching for performance of inspections, surveying and monitoring construction projects.*
- *Walking unaided across unimproved ground and through construction sites in all weather conditions.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: October 1995

REVISION DATE: February 1996; August 1999; November 2002; June 2009