

JOB DESCRIPTION

JOB TITLE: Capital Improvement Projects (CIP) Engineer

JOB NO: EG010212

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, provides overall design project management of city projects, to include water, sanitary sewer, drainage, roadway, transportation, and building projects. Ensures projects adhere to schedule, specifications and budget. Coordinates assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Engineer.

SUPERVISION

General supervision is provided by the City Engineer.

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. Prepares budgetary cost estimates for water, sanitary sewer, drainage, roadway, transportation, and building projects to be included on the city's long range infrastructure plans. Assists with the development of the city's long range infrastructure plans.
3. Prepares scopes of work for professional services including the design, right-of-way acquisition, and appraisal services for water, sanitary sewer, drainage, roadway, transportation, and building projects. Negotiates reasonable fees and schedules with professional service providers. Ensures sufficient funding is available for projects prior to issuing notice-to-proceed.
4. Establishes professional service schedules and budgets and inputs schedules and budgets into city project management program.
5. Manage funding for City CIP projects including the programming of fiscal year funding, appropriations, encumbrances, transfers and closing out project accounts per established City procedures. Manage and maintain spreadsheets and other accounting records to track project funding sources, allocation of funding for various project cost codes and identifying project surpluses or shortfalls.
6. Manages plan preparation for roadways, water distribution, sanitary sewer systems, drainage systems and other municipal infrastructure through professional consultants.
7. Coordinates the review of engineering plans, specifications, and estimates for city projects to ensure compliance with codes, regulations and design standards, ease of construction, value engineering, and long term durability and ease of maintenance. Communicates consolidated comments to design consultants and recommended corrections. Ensures all review comments are adequately addressed.
8. Manages the acquisition of right-of-way and permits, to include temporary and permanent easements, using consultants to ensure all necessary right-of-way and permits are available prior to advertising the project. Obtains appraisals and when necessary manages the condemnation process for the city.

9. Prepares specifications and bid documents for city projects using professional consultants.
10. Is familiar with and follows Federal, Regional, and State policies on reimbursable projects to ensure city receives the maximum permissible reimbursement for design, construction, and right-of-way acquisition effort.
11. Provides responsible staff assistance to the City Engineer; prepare and present monthly progress reports on projects managed and other necessary correspondence.
12. Responds to and resolve difficult and sensitive developer/citizen inquiries and complaints.
13. Coordinates and hosts meetings with businesses, property owners, and residents impacted by managed projects.

OTHER DUTIES AND RESPONSIBILITIES

1. Work with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
2. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Division programs, policies, and procedures as appropriate.
3. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering. Drive to and from destinations as necessary.
4. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major course-work in civil engineering.

EXPERIENCE

Five years of increasingly responsible civil/municipal engineering experience including two years of project management responsibility.

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 Registration 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 Registration for Professional Engineers within six months of employment as a condition of continued employment.

COMPETENCIES

Performance will be evaluated based on five employee competencies.

The five employee competencies are...

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of civil engineering.

Land surveying practices, laws and procedures.

Current methods, equipment and materials used in public works construction.

Principles and practices of project management.

Computer Aided Design and Drafting - Specifically AUTOCAD.

Pertinent federal, state and local laws, codes and regulations pertaining to public works design and construction and civil engineering.

Skill in:

Designing water, sanitary sewer, street and drainage improvement projects.

Preparing clear, concise and accurate reports and presentations.

Communicating orally and in writing with citizens, contractors, developers and professionals regarding public works projects.

Ability to:

Manage, direct and coordinate the work of consultants.

Implement goals, objectives, and practices for providing effective and efficient project management services.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Work weekends and evenings as necessary.

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

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

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.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: AUGUST 2007

REVISION DATE: