



CLASSIFICATION DESCRIPTION

TITLE: ENGINEER

JOB CODE: 20 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under management direction, the purpose of the position is to perform professional engineering services in the planning, coordination, and implementation of private and public project development and maintenance operations. Employees in this classification perform at senior professional level, and are accountable for planning, developing and managing projects in compliance with all applicable City/State/federal codes and regulations, and according to all acceptable engineering practices. Employee works with a high degree of independence and initiative. May plan, organize, assign and review the work of subordinate level employees.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Trains and coordinates with engineering and technical support staff.
- Plans and manages engineering projects, programs and operations to ensure planning, development and construction are in compliance with all applicable City/State/federal codes and regulations, and according to all acceptable engineering practices.
- Performs engineering and design work of the City's Capital Improvement Projects including but not limited to roadways, bridges, water supply, sanitary sewerage, and drainage facilities; manages design and construction contracts and projects.
- Manages, reviews and approves infrastructure design and construction; ensures all work is approved for compliance with all applicable codes, ordinances, and regulations.
- Develops, administers and enforces policies, rules and regulations of public system infrastructure for all existing and proposed improvements as well as new construction.
- Performs field work and on-site inspections as necessary.
- Provides technical information and interpretation to the general public, developers, permitting agencies, consultants, contractors and other City staff.
- Advises City Manager, department heads and other officials on engineering planning policies;

provides information and interpretation of codes and regulations regarding development issues.

- Researches, prepares reports & studies, drafts specifications, and presents recommendations for Capital Improvement Programs and Projects.
- Performs Engineering review and approval of commercial and residential developments and permits; performs review of as-built information to verify construction is in general conformance of approved design.
- Performs Professional Engineering review and certification of applicable documents/reports.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Civil Engineering or related engineering field; supplemented by five (5) years' experience, ten (10) preferred , years highly responsible technical experience in engineering; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must be a Registered Professional Engineer in the State of Florida.
Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow complex written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Ability to effectively supervise and train a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.
- Thorough knowledge of engineering principles, practices and methods.
- Thorough knowledge of current codes and regulatory standards governing the City's engineering projects in the respective trades/disciplines assigned.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Skill in design and development of project plans and specifications.
- Skill in the review and interpretation of construction project plans, specifications, calculations and modeling data.
- Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

- Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants and the general public.
- Knowledge of advanced level mathematical computations, including geometry, trigonometry and calculus.
- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 40 pounds; may utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee may be exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.