



CLASSIFICATION DESCRIPTION

TITLE: STORMWATER ENGINEER I

JOB CODE: 19 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under management direction, the purpose of the position is to perform professional engineering services to plan, coordinate and implement stormwater capital improvement projects; provide engineering assistance to stormwater operations staff; perform engineering analysis and manage projects. Employees in this classification perform at a professional level and are accountable for planning, development, and management of 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.

- Plans, allocates, and monitors time, consultants, contractors, and other resources to ensure efficient and effective completion of assigned projects.
- Performs administrative and engineering support work in the design, construction, planning and management of the City's stormwater capital improvement project (CIP) program.
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- Defines consultant scope of service, reviews and evaluates proposals to perform task; authorizes or recommends approval as appropriate.
- Reviews preparation of engineering drawings by technical staff and/or consultants; assists in the review of in progress and final plans and specifications for completeness prior to public advertisement for bid.
- Manages consultants in the development of projects; reviews and verifies consultants' invoices and recommends approval for payment; review consultants' plans and specifications at various stages of development for conformance to budget funding, program and design standards, completeness and accuracy; suggests changes, additions and corrections; monitors consultants' costs estimates and schedules.
- Review and approval of items such as shop drawings, material submittals, and supplementary drawings during the construction administration phase.

- Monitors construction progress through on-site inspections; consults with contractor representatives, field personnel, and consultants to evaluate construction progress to ensure compliance with the plans, standards, specifications, special requirements, codes, and regulations are enforced.
- Coordinates advertising for bidding process; reviews qualifications, bids and submits recommendations for consultant and contractor selection.
- Provides explicit technical information of requirements involving construction and development approval processes.
- Ensures technical and informational assistance is readily available to the inspectors, the public, vendors and City personnel.
- Evaluates project management policies, programs, and processes for effectiveness, accuracy, and efficiency.
- Develop, implement and monitor project budgets; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues & expenditures and ensuring sound fiscal control.
- Maintains open communication with the public, vendors, City personnel for the dissemination of information. Maintain active communication with contractors, consultants, government agencies and the public for any engineering or construction issues.
- Review project inspection reports and perform on-site inspections as necessary.
- Provides technical information and interpretation to the public, developers, permitting agencies, consultants, contractors and other City staff.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the public for any engineering, surveying or construction issues.
- Works and leads a design team that includes Project Managers/Coordinators, Surveyors, and Engineering Technicians in efforts to design, plan, and manage drainage improvement projects for the City's Stormwater and Engineering Department including repairs, replacements, and rehabilitation of the City's Stormwater conveyance system.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Civil Engineering or related engineering field; a Professional Engineer's EI license; two (2) years responsible technical experience in engineering; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Must be a Registered Engineer Intern (EI) or Professional Engineer (PE) within the State of Florida (or able to register as a EI or PE in the State of Florida within one (1) year of start date of employment into position).
- 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 effectively manage design projects and construction projects.
- Thorough knowledge of engineering principles, practices and methods.
- Skill in design and development of project plans and specifications
- Ability to review and suggest changes, additions, and corrections in detailed construction, renovation, restoration, and maintenance plans and specifications.
- Skill in interpreting rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and related materials.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers, and the public.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinances, statutes, and regulatory standards applicable to the work.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent may be 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.