

MAJOR FUNCTION

This responsible professional level civil engineering office and field work in design and administration of technical and engineering projects. Duties may include supervision of subordinate engineers, development teams, technicians, and/or clerical employees. Work is performed under the general supervision of an engineering supervisor or administrative superior and involves considerable independent judgment in design, construction practices and environmental permitting.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Serves as project manager for municipal engineering projects. Conducts preliminary studies and prepares designs for a variety of public works or underground utilities facilities, including street construction, parking facilities, stormwater and sanitary sewer, water or gas distribution systems, and related projects. Prepares plans, specifications, estimates, reports and standards pertaining to the construction, maintenance, and operation of a variety of public works or underground utilities projects. May supervise and schedule development teams, drafting and design technicians and lower level engineers in design activities. Confers with contractors, subdivision developers and consulting engineers regarding street and utility plans and developments. Reviews street and utility plans for compliance with City requirements. May supervise inspections of construction projects. Performs or supervises others in the performance of all types of traffic engineering studies and investigations. Monitors all types of activities on or adjacent to the street system, or activities that will have an effect on the street system, and implements actions to preserve the maximum efficiency of the street system. Responds to citizen inquiries for services. Plans and implements stormwater treatment retrofit programs and lake monitoring programs. Appears before City Commission, Planning Commission and other agencies. Recommends the selection, advancement, transfer, grievance resolution, discipline and dismissal of supervised staff, as applicable. Conducts performance appraisals and recommends the approval or disapproval of merit increases, as applicable. Performs related work as required.

Other Important Duties

Serves on ad hoc or cross functional teams as needed. Schedules assigned personnel to attend developmental and training opportunities. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of civil engineering, as applied to the development, construction and operation of public works, underground utilities or transportation projects. Knowledge of laws, codes, and statutes relating to the design of public works projects. Ability to schedule and direct the work of subordinates. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to perform difficult engineering computations and to make comprehensive recommendations for the solution of engineering problems. Ability to maintain effective working relationships with other employees, other government agencies, and the general public. Skill in the use of microcomputers for civil engineering and other relevant applications at the level necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional work experience in the area of engineering to which the position is assigned.

Necessary Special Requirements

Possession of registration as a licensed professional engineer (PE) at the time of application. Incumbent must attain a registration as a licensed professional engineer in the State of Florida within one year from date of employment.

For designated positions in this job classification, incumbent will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

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