



CIVIL ENGINEER I
FLSA: Non- Exempt
Grade 26 \$48,538.32 - \$77,661.31

GENERAL DEFINITION

This is a responsible intermediate level professional and administrative work. Involving the management and coordination of a variety of engineering design and construction projects for the City. An employee in this class is responsible for tasks of moderate difficulty involving monitoring the work of architectural and engineering consultants, contractors and inspection personnel engaged in the construction and inspection of a variety of complex City buildings, utility infrastructure involving water, sewer and stormwater, park development and improvements, median development, and other public projects. Responsibilities include the coordination of multiple projects simultaneously in various phases of development including planning, design management, construction management, contract administration, inspection and warranty administration. Incumbents exercise independent judgment in the application of the principles and practices of architectural planning and design and construction, related engineering knowledge and in the administration of assigned construction projects. Under limited supervision, performs civil engineering work at the full performance level performing a variety of difficult engineering assignments with emphasis placed upon the application of engineering mathematics, principles and practices. Work is performed under the supervision of the Engineering & Community Development Director or assigned designee who reviews work through personal conferences, written reports and correspondence for satisfactory attainment of goals and objectives periodically during all phases of project design and construction processes.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Assists in the development of methods, systems, and processes for administration of various aspects of development review by the Engineering & Construction Management Department; reviews development projects for compliance with all applicable City Codes with respect to engineering issues.

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- Creates reports that identify the status of development projects for presentation to various groups; develops all agenda items necessary for the administration of Development projects.
- Inspects the construction of public and private development improvements for adherence to City Codes and regulations; coordinates and ensures appropriate permitting by outside agencies for all public and private development projects as required.
- Assists in the development of standard drawings and general notes to be included in all construction projects; participates in the engineering aspect of the building permit process.
- Reviews all plats for conformity with all codes and regulations and ensures recording of all right of way and easement documents with the County.
- Conducts field and office studies to acquire information for detailed drawings, plans, and designs for the construction, alteration and maintenance of public works infrastructure.
- Investigates the engineering feasibility and cost of proposed projects; prepares estimates of the cost and quantity of materials and equipment as well as labor costs; prepares specifications and contract documents.
- Makes engineering calculations necessary to complete designs, specifications, cost and materials estimates, and other engineering features; determines the most practical, economic and feasible materials required to complete specific projects; acquires permits from all applicable agencies where required.
- Inspects construction, alteration or maintenance projects for conformance to plans and specifications as part of the completion of design projects; interprets plans and specifications to the contractor; gathers data for the preparation of cost estimates; computes work progress for partial payments to contractors; confers with design engineers, consultants and contractors on design changes to resolve field problems; recommends design changes to supervisor.
- Reviews plans and specifications prepared by consulting architects and engineers to determine accuracy and completeness of plans and for compliance with sound engineering practices; confer with architects and engineers in explaining and interpreting design, and contract requirements; reviews and recommends a change of orders for additions to or deletions from approved drawings and specifications.
- Assists in the coordination of bid advertisements to include preparing and distributing plans and specifications, holding pre-bid and pre-construction conferences, evaluating bids, and preparing agenda items for the award of contracts.

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- Receives, reviews and/or submits various records and reports including engineering plans and specifications, technical reports, bonds, insurance documents, soils reports, utility tests, permits and applications, purchase requisitions, performance appraisals, correspondence, progress, punch-list items, etc.
- Manages projects in various phases of development including planning, design, building a start-up, construction management, inspection and warranty administration including recommendations for approval/disapproval of pay requests, change orders, etc.
- Maintains comprehensive project documentation; schedules and conducts meetings with consultants, contractors, and sub-contractors.
- Prepares a variety of correspondence to contractors, consulting engineers and architects, governmental agencies and organizations, and others regarding the interpretation of specifications, policy determination, approval of materials and equipment, and workmanship standards.
- Receives, reviews, prepares and/or submits various records and reports including purchase requisitions, budget documents, activity, and technical reports, invoices, correspondence, grant applications, graphs and charts, etc.
- Interacts and communicates with various groups and individuals such as Public Works personnel, City department heads and employees, regulatory agencies, community groups, and the public when required.
- Answers complaints by citizens pertaining to damage, inconvenience or nuisance created by construction work.
- Attends and writes reports of meetings.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Basic knowledge of the principles, practices, and methods of engineering, and public works planning, design and construction.
- Basic knowledge of federal, state and municipal rules, regulations, ordinances, and architectural drawings production techniques, and information management techniques relating to architecture, engineering, public works, and building construction.
- Basic knowledge of structural design, and air-conditioning, plumbing, and electrical systems.

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- Basic knowledge of contracts, forms, and procedures relative to building construction activities.
- Basic knowledge of building materials, methods and construction systems.
- Basic knowledge of building codes, laws, regulations and design standards.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to inspect complex projects under construction for conformance to contract documents.
- Ability to understand engineering drawings and specifications related to construction projects.
- Ability to review and suggest changes, additions, and corrections in detailed plans and specifications of construction projects.
- Ability to interpret pertinent laws and regulations and enforce compliance with designs and construction schedules.
- Ability to operate a variety of equipment such as calculator, computer, telephone, vehicle, and computer-aided drafting and survey equipment, and two-way radio.
- Ability to establish and maintain effective working relationships with consultants, contractors, supervisors and departmental officials.
- Ability to analyze bids and make recommendations for award of contract.
- Ability to conduct meetings with consultants, contractors' representatives of user agencies.
- Ability to express ideas clearly and concisely, verbally and in writing.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in civil engineering and a minimum of two (2) years of responsible experience. Must be registered as a Professional Engineer in the State of Florida or the ability to transfer from another State. Must have the computer skills necessary to perform key elements of the job. Must possess a valid State of Florida driver's license.

PREFERRED

Experience in land development or stormwater and municipal engineering.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills and ability.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval
Civil Service Rule Sec 2-96

Date