

PERSONNEL COMMITTEE

11-0133R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PROJECT ENGINEER.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of project engineer, which were approved by the civil service board on March 1, 2011, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 36.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR CT:ag 3/4/2011

STATEMENT OF PURPOSE: The job description was updated to reflect changing requirements for the job, and revised to reflect the current format. There is no change in the rate of pay, which is Range 36, \$4,785 to \$5,691 per month.

PROJECT ENGINEER

PURPOSE: To perform, and to supervise others who perform engineering work in the design, construction, and maintenance of street improvements, utility installations, buildings and other structures, and storm and water, gas, storm and sanitary sewer utility systems.

FUNCTIONAL AREAS: ACCOUNTABILITIES:

1. Perform responsible, professional engineering work in the design, construction, and maintenance of street improvements, utility installations, buildings and other structures, and water, gas, storm and sanitary sewer utility systems.

- * A. Writes specifications for various street and sewer utility jobs.
- * B. Estimates costs using previous bids and trends.
- * C. Performs difficult design work.
- * D. Operates computers to prepare drawings, plan estimates and preliminary reports for difficult projects.
- E. Coordinates with other utilities and agencies on projects.
- * F. Ensures that projects are constructed properly and on time.
- * G. Prepares and reviews plans and checks construction for conformance with standards and specifications.
- * H. Investigates, prepares, and presents technical reports and presentations both within the City and at public meetings.
- * I. Prepares petitions and council resolutions on street and sewer projects.
- J. Investigates and responds to citizen complaints.
- K. Represents the City Engineer at various meetings and activities.

2. Organize and direct the work activities of assigned team.

- * A. In collaboration with supervisor, determine work priorities.
- * B. Assign work and coordinate work schedules.
- * C. Provide input into decisions regarding the hire and transfer of personnel.
- * D. Train team in safe and proper work methods and procedures.
- * E. Monitor work for compliance with established methods, guidelines, standards and procedures.
- * F. Review work of team members for completeness and quality, and provide feedback as needed.
- * G. Provide input to management to aid in decisions related to discipline and grievance resolution.
- * H. Provide information and instruction to assigned team verbally and in writing as needed.

~~2. Supervises the work of subordinates.~~

- ~~* A. Prioritizes, schedules, assigns, and evaluates the work of assigned personnel.~~
- ~~* B. Trains personnel in correct, effective, and safe operating and design procedures.~~
- ~~* C. Disseminates instructions and information to employees through multiple~~

- methods.
- * ~~D. Establishes and maintains standards for work performance.~~

JOB REQUIREMENTS: QUALIFICATIONS:

1. Minimum LICENSE REQUIREMENTS:

- ❖ Registration as a professional ~~civil or highway~~ engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.

2. Minimum EDUCATION AND EXPERIENCE REQUIREMENTS:

- ❖ Two (2) years of professional level engineering experience.

3. KNOWLEDGE AND SKILL REQUIREMENTS:

- ❖ A. Knowledge of ~~Civil E~~ngineering principles.
- ❖ B. Knowledge of drafting and mapping principles and techniques.
- ❖ C. Knowledge of surveying methods and instruments.
- ❖ D. Knowledge of design and layout methods and techniques.
- ❖ E. Knowledge of the principles, methods, equipment, and materials used in construction.
- ❖ F. Knowledge of regulatory agencies and their rules affecting design and construction.
- ❖ G. Knowledge of safety principles and practices.

4. ABILITY REQUIREMENTS:

- ❖ A. Ability to apply ~~civil~~ engineering principles and practices.
- ❖ B. Ability to estimate construction costs.
- ❖ C. Ability to prepare specifications, technical reports, resolutions, and petitions.
- ❖ D. Ability to perform design and layout work.
- ❖ E. Ability to operate computers.
- ~~❖ F. Ability to transport oneself to and around various construction sites over difficult and demanding terrain.~~
- ❖ ~~GF.~~ Ability to communicate effectively using various means.
- ❖ ~~HG.~~ Ability to supervise the work activities of assigned team.
- ❖ ~~IH.~~ Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
- ❖ ~~JI.~~ Ability to interpret safety rules and apply them to work situations.
- ~~❖ K. Ability to transport light loads to and around various construction sites over difficult and demanding terrain. Loads consist of the tools and materials normally used in the work, and materials for presentation to groups at meetings. Loads would typically consist of plans, survey and measurement~~

~~equipment, and presentation materials and equipment.~~

5. PHYSICAL REQUIREMENTS:

- ❖ A. Ability to lift and carry up to 25 pounds occasionally without assistance. Examples of materials lifted and carried include presentation materials, plans and drawings, etc.
- ❖ B. Ability to transport onself to, from, and around various locations throughout the City including construction sites and over difficult and demanding terrain.

* Essential functions of the classification.

❖ Minimum requirements necessary on the first day of employment.

~~* Essential functions, or job requirements necessary on the first day of employment.~~

CT
CSB 19930316
CC 19940725
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Gnrst: CT	Class: 3112	Union: Basic	Pay: 36	CSB:
CC:	Res:	EEOC:	EEOF:	WC: