

PERSONNEL COMMITTEE

13-0302R

REPLACEMENT

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF SENIOR PROJECT ENGINEER AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of senior project engineer, which were approved by the civil service board on June 4, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 39, \$5,445 to \$6,495 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

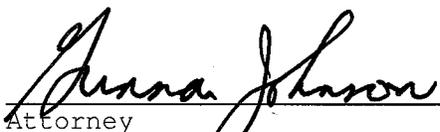
Approved:


Department Director

Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR TS:ls 5/31/2013

STATEMENT OF PURPOSE: The senior project engineer position is a new classification that will assist and support departmental and city-wide engineering efforts. The senior project engineer position is intended to function as the head project engineer, and would lead efforts to ensure the quality of technical and professional engineering support in the city. The senior project engineer would also lead development of standards related to project development, project management, and other engineering functions; and lead process improvement projects and prepares necessary reports, presentations,

and communicates results. The creation of the senior project engineer will also provide greater opportunity for employee retention, which will result in benefits to the city in the form of knowledge continuity and city infrastructure; and city policy, procedures and processes. The pay range negotiated for the classification is Pay Range 39, \$5,445 to \$6,495 per month.

SENIOR PROJECT ENGINEER

SUMMARY/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 water, gas, storm, and sanitary utility systems.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from the Project Engineer by the level of responsibility assumed and the level of experience as a Professional Engineer. Employees in this classification exercise considerable latitude and independent judgment in conducting the duties assigned and leads the efforts to ensure the quality of technical and professional engineering support.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Completes design and preparation of engineering plans, specifications, and reports.
2. Provides engineering analysis in support of project development and delivery.
3. Selects qualified consultants for projects and prepares consultant contracts.
4. Prepares project cost estimates.
5. Provides plan review, construction inspection and observation for projects for the purpose of determining conformance with plans and specifications and timely completion.
6. Provides technical engineering support to various departments, management staff; and other utilities and agencies, to optimize various system processes and assist with project development activities.
7. Investigates, prepares, and presents technical reports, petitions, council resolutions on projects, and presentations both within the City and at public meetings.
8. Leads development of standards related to project development, project management, and other engineering functions.
9. Leads process capital improvement projects and prepares necessary reports, presentations, and communicates results.
10. Assigns work and priorities and monitors progress so that all required work is completed in a timely manner.
11. Plans, attends and speaks at public hearings and meetings.
12. Assists in the hiring, transfer, suspension, or discharge of assigned personnel.
13. Trains personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
14. Attends training sessions as required.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
 - A. Bachelor's Degree with a major in an engineering field, and a minimum of ten years, full-time equivalent work experience as a licensed Professional Engineer.

2. License Requirements:
 - A. Registration as a Professional Engineer in the State of Minnesota or have the ability to become registered in the State of Minnesota within (6) months form the date of appointment.
 - B. Possession of a valid Minnesota Driver's License or equivalent.

3. Knowledge Requirements:
 - A. Knowledge of recognized and acceptable engineering standards and practice for certification of plans, specifications, and reports.
 - B. Knowledge of drafting and mapping principles and techniques and design and layout methods and techniques.
 - C. Knowledge of various construction methods, equipment, and materials common to streets and underground utility systems.
 - D. Knowledge and skill in the use of engineering equipment, charts, maps and tables.
 - E. Knowledge of surveying methods and instruments.
 - F. Knowledge of regulatory agencies and their rules affecting design and construction.
 - G. Knowledge of safety principles and practices.

4. Skill Requirements:
 - A. Skill in the use of engineering equipment, charts, maps and tables.
 - B. Skill in drafting and mapping.
 - C. Strong computer skills, including word processing, database, spreadsheet, presentation GIS and CAD applications.
 - D. Skill in communicating clearly and concisely, both verbally and in writing for sound consultation to the public, professionals, and coworkers.

5. Abilities Requirements:
 - A. Ability to prepare specifications, technical reports, resolutions, and petitions.
 - B. Ability to perform design and layout work.
 - C. Ability to interpret construction plans and specifications; and inspect the same during implementation for conformance with plans and specifications;
 - D. Ability to apply engineering principles and practices.
 - E. Ability to estimate constructions costs, including labor and materials for proposed work;
 - F. Ability to promote and develop an effective work area team;
 - G. Ability to ~~supervise~~ supervise direct employee work and evaluate working relationships with staff, other employees, the general public and other governmental agencies.
 - H. Ability to gather, analyze, and interpret data, and make recommendations on that basis.
 - I. Ability to conduct necessary engineering research and compile comprehensive reports.
 - J. Ability to communicate, both orally and in writing.
 - K. Ability to understand and implement oral and written instructions.
 - L. Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
 - M. Ability to work independently without direct supervision.
 - N. Ability to operate computers.
 - O. Ability to supervise the work activities of assigned team.

6. Physical Abilities Requirements:

- A. Ability to routinely lift and carry equipment weighing up to 25 pounds.
- B. Ability to transport oneself to, from, and around various locations throughout the City including construction sites and over difficult and demanding terrain.
- C. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- A. Ability to attend work on a regular basis.

Anlst: TS	Class:	Union: Basic	Pay	CSB:
CC:	Res:	EEOC:	EEOF:	WC: