

PERSONNEL COMMITTEE

13-0303R

REPLACEMENT

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 June 4, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall remain Pay Range 36, \$4,785 to \$5,691 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 project engineer position performs, and oversees other engineering staff that performs 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. The specifications have been updated to use current language and applicable duties,

and to meet the new job classification format. The pay range negotiated for the classification will remain Pay Range 36, \$4,785 to \$5,691 per month.

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 Senior 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.

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. Assists in the development of standards related to project development, project management, and other engineering functions.
9. Assists in ~~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. Investigates and responds to citizen complaints.
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 two years, full-time equivalent professional level engineering work experience.

2. License Requirements:
 - A. Registration as a Professional Engineer, with the ability to become registered in the State of Minnesota within (6) months from 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~~ 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 teams.
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:

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 water, gas, storm, and sanitary utility systems.

FUNCTIONAL AREAS:

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 utility systems.
 - * A. Write specifications for various street and utility jobs.
 - * B. Estimate costs using previous bids and trends.
 - * C. Perform difficult design work.
 - * D. Operate computers to prepare drawings, plan estimates and preliminary reports for difficult projects.
 - E. Coordinate with other utilities and agencies on projects.
 - * F. Ensure that projects are constructed properly and on time.
 - * G. Prepare and review plans and check construction for conformance with standards and specifications.
 - * H. Investigates, prepares, and present 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.

JOB REQUIREMENTS:

1. LICENSE REQUIREMENTS:
 - ❖ A. Registration as a professional engineer with the ability to become registered in the State of Minnesota within six (6) months from the date of appointment.
 - ❖ B. A driver's license valid in Minnesota.

2. EDUCATION AND EXPERIENCE REQUIREMENTS:

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

3. KNOWLEDGE AND SKILL REQUIREMENTS:

- ❖ A. Knowledge of engineering 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 communicate effectively using various means.
- ❖ G. Ability to supervise the work activities of assigned team.
- ❖ H. Ability to establish and maintain effective working relationships with co-workers, outside agencies, contractors, consultants, and the general public.
- ❖ I. Ability to interpret safety rules and apply them to work situations.

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 oneself 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.

Gnrlst: CT	Class: 3112	Union: Basic	Pay: 36	CSB: 20110301
CC: 20110314	Res: 11-0133R	EEOC: Professional	EEOF:	WC: