

## 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: