



JOB DESCRIPTION

Class No:	225	Job Title:	Assistant City Engineer
Pay Group:	M-1	EEOC Category:	Professional
Date:	2/14/2017	FLSA Category:	Exempt

BRIEF DESCRIPTION OF THE JOB:

Under general direction of the Public Works Director, performs a variety of highly technical and specialized engineering, administrative and inspection related duties including but not limited to work in designing, planning, plan review, inspection, overseeing work in support of construction, maintenance, and alteration of structures, facilities, processes, equipment and systems for City projects and public works administration and plan review for public and private development projects, meeting with the Development Review and Planning & Zoning Committees and perform site inspections for compliance with plan specifications.

Provides direction for services related to Engineering, Streets and Drainage, Utility Construction, Water Production/Distribution and Wastewater Collection/Treatment and Solid Waste Collection. Performs field data collection and analysis of data for preparation of plans. Conducts property and easement surveys. Writes legal descriptions. Performs computer aided drafting (CADD) and GIS work; inspects the construction of improvements performed by contractors for compliance with plans, specifications, and City standards on an as-needed basis. Prepares reports related to engineering activities and performs other related duties as required.

Manages Capital Improvement Projects, review and process commercial and residential development services applications, provide technical support and information services to internal and external customers, inspecting construction and repair projects for compliance with various codes, regulations, and to assuring quality control. Duties include frequent communication with supervisor, Engineering design professionals, read "Record Drawing"/"As Builds" Plans (Blue Prints), city staff, residents, developers, contractors, etc., and requires field work and research.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Public Works Director

Supervisory: This is a non-supervisory position. This position has limited supervisory responsibilities giving direction as needed to city crews when there is interaction between the installation of new infrastructure and existing infrastructure or on an emergency basis in the event of a natural catastrophe or as directed by supervisor.

Other: Has contact with city staff, contractors, developers, engineers as well as with the general public. Has contact with contractors, developers, engineers as well as with the general public and other city departments on a daily or weekly basis.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Manages projects to include overseeing design, bidding and construction of projects, selecting consultants, coordinating and administering processes within established guidelines, monitoring budgets and timelines, authorizing payments, administering contracts and other related activities.	20		A, B, C, F,H, I, Q, R, S
Participates in implementing City ordinances and policies including amendments and interpretations related to Public Works and Development Review.	10		A,B, C, D, E, F, I,Q, R, S
Creates, updates and maintains manuals, reference materials, engineering standards, forms, checklists, reports and other related information.	10		A,B, C, D, E, F, H, I,Q, R, S
Develops, designs, draws, prepares and implements engineering plans for capital improvements and other projects.	10		A,B, C, D, E, F, H, I,Q, R, S
Reviews plans and specifications for residential, commercial and industrial projects for subdivision/plats, site plans, and improvements for compliance with health and safety requirements, confer with property owners and attend meetings.	10		A,B, C, D, E, F, I,Q, R, S
Inspects various city projects for compliance with safety requirements and other standard regulations and codes, including, but not limited to, sewer and water line installations, drainage improvement; street construction and repair	10	M	A,C,D,E,F, K,M,O,Q,R,S

projects; Remove and replace standard manhole cover;			
Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations; Inspects construction site in remote areas; including maneuvering on uneven and/or unpaved construction areas	10	M	A,C,D,E,K,M,O,P,Q,R,S,T
Inspect materials for identification and conformance to specifications. Take samples of materials for examination or analysis by laboratories. Perform routine field tests. Observe work during progress and upon completion;	5	L	A,C,D,E,K,M,O,Q,R,S,T
Prepare activity records and reports. Recommend design alterations as required;	5		A,B, C, I,Q, R, S
Responds to citizen inquiries and complaints; Performs research for information requested by contractors and developers regarding utility locations above and underground;	5	L	A,B,C,F,J,K,Q,R,S
Maintains current knowledge of relevant laws and regulations.	5	L	B,Q,H

See Physical Demands portion of job description for key to codes

PHYSICAL DEMANDS:

1. Overall Strength Demand

Sedentary Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

- | | | | |
|----------------------|---------------------|----------------|--------------------|
| C A. Standing | O G. Reaching | O L. Crawling | C Q. Vision |
| C B. Sitting | F H. Handling | O M. Bending | C R. Hearing |
| C C. Walking | F I. Fine Dexterity | O N. Twisting | C S. Talking |
| O D. Lifting | F J. Kneeling | O O. Climbing | O T. Foot Controls |
| O E. Carrying | O K. Crouching | O P. Balancing | U. Other |
| R F. Pushing/Pulling | | | |

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	On uneven terrain or in mud; in cluttered areas around construction sites; confined spaces with narrow overhead rooms; stand at printer to obtain printer materials
SITTING	To drive; to perform office work at the desk
LIFTING/CARRYING	Frequent: sets of plans (usually under 20 lbs., but can weigh over 50 lbs.), tools, manuals and books: Occasional: ladder (up to 51 lbs.)
PUSHING/PULLING	To do inspections; (occasionally can be over 50 lbs. of exertion); pulling open doors (20 lbs. of exertion);
REACHING	To do inspections
HANDLING	To review plans; use small tools to inspect; to operate radio while driving
CROUCHING/ KNEELING	To inspect electrical, mechanical or other building construction below waist level; in confined spaces, behind or under obstacles or debris; to access low file cabinet drawers
BENDING	To read plans at inspections sites, on the ground or on low surfaces; review files and obtain materials in office
CLIMBING/BALANCING	To climb steps, stairs, ladders, or onto roof; to walk on scaffolds or on uneven terrain;
TWISTING	To do inspections
HEARING/TALKING	To consult and communicate with City staff, contractors, and the general public
VISION	To drive; inspect; review plans and specifications

NON-PHYSICAL DEMANDS:

F	Time pressures	R	Noisy, distracting environment
R	Emergency situations	O	Tedious exacting work situation
F	Irregular schedule/overtime	F	Working closely with others as part of a team
R	Danger/physical abuse	F	Performing multiple tasks simultaneously
F	Frequent change of tasks	O	Other (describe below)
O	Varying periods of normal work schedule interspersed with emergencies requiring intense concentration		

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of diversified, fundamental scientific and civil engineering concepts, phenomena, and relationships and use in solving of theoretical or practical engineering problems
- Knowledge of advanced mathematical techniques such as trigonometry, calculus and coordinate geometry, knowledge of current methods, materials and techniques of civil engineering and inspection
- Knowledge and understanding of applicability of established engineering principles and methods, knowledge of applicable computer software programs
- Knowledge of preparation of cost estimates and engineering and feasibility reports
- Knowledge of principles of construction for streets and utilities; safe use of heavy equipment; standard safety requirements within construction sites; standard traffic control requirements through construction zones, defects and faults in construction, including structural construction, and materials sampling, testing and estimating procedures
- Skill to communicate oral and written technical and general communications including preparation of written reports
- Skill to read and interpret technical information from subdivision plats and construction plans
- Skill to manage multiple projects, operate computer using standard word processing and spreadsheet software, establish and maintain effective working relationships with internal and external customers
- Ability to learn and apply knowledge of City of Taylor's development codes, ordinances, design criteria manuals and construction standards to subdivision plat and construction plan reviews
- Ability to learn and apply the City of Taylor's purchasing and contract policies and procedures
- Ability to interpret and make decisions in conformance with established policies and procedures
- Ability to organize, analyze, interpret and evaluate scientific civil engineering problems and provide practical, cost effective solutions
- Ability to interpret and read maps, plans, and diagrams
- Ability to establish and maintain effective working relationships; and maintain appropriate necessary certifications
- Regular and timely attendance is required

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree in civil engineering, or related field, plus at least four (4) years of experience working in land development for a municipality or consulting engineer. Or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES/LICENSES REQUIRED:

Licensure as a Professional Engineer by the State of Texas or able to obtain License within 6 months of hire and Class C Texas driver's license.

I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform and by signing below, indicate that I can perform these duties with or without accommodations.

Applicant or Employee:

Printed Name

Signature

Date