

POSITION DESCRIPTION

Position Title: Special Projects Engineer
Department: Public Works
Division: Engineering
Retirement: KPERS
FLSA: Exempt
Date: January 1, 2020

GENERAL PURPOSE

Performs a wide variety of routine and complex technical engineering work for a variety of public works projects and programs, including pavement analysis and design projects for streets and storm water improvements. Designs, reviews, coordinates, supervises and prepares street and stormwater construction plans. Prepares, reviews and examines engineering plans, reports, cost estimates and local, state and federal documents.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Public Works Director.

SUPERVISION EXERCISED

May supervise and coordinate work activities of engineering technicians, inspectors and contractors or other related professionals as needed or assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Prepares, designs and coordinates plan specifications and cost estimates for street, stormwater, sidewalks and other projects with the use of survey equipment. Coordinates and conducts surveys and oversees plan preparation.
- Prepares and reviews and/or revises legal documents and descriptions such as right-of-way and easements; specifications; contract documents; construction plans.
- Oversee and monitor project design and construction to ensure compliance with approved schedules.
- Coordinates engineering related activities and plan reviews, through supervisor, with other City departments and divisions, other governmental agencies, utilities, contractors, developers, consultants, and others. Participates in plan review process of site plans, subdivision construction plans, plats and plot plans. Ensures compliance with accepted engineering practices and adopted City standards.
- Leads the pavement management process, rates city streets and makes recommendations for repair.
- Provides technical support to other Public Works divisions, other City departments, developers and builders on City infrastructures or projects.
- Assists in project research, report writing and preparing presentations to City Staff, City Commission, Planning Commission and various groups.
- Review and approve plans, specifications, designs and related documents, reports and studies; direct, oversee and coordinate the development and preparation of plans, specifications and cost estimates for proposed public improvement projects.
- Participate in design elements and inspection of construction projects; verify accuracy of final plans and status; ensure compliance with contract specifications and city, federal and state laws and codes.
- Prepare and maintain proper records, reports and documents related to design of engineering projects.
- Respond to requests for service, inquiries and complaints from the public, outside agencies and other City departments in areas regarding public works standards and construction, such as drainage complaints, street, stormwater, sidewalk requirements and general engineering information. Coordinate issues with the Leavenworth Water Department.

- Compose, prepare and review and/or approve a variety of documents including permit applications, technical reports and letters, memoranda, specifications, proposals and other related correspondence.
- Responsible for, or assist with, environmental compliance review, inspection and enforcement.
- Establishes and maintains computer databases including, but not limited to, street, stormwater and drainage complaints. Evaluates cost estimates, applies CAD to design, analysis and review of engineering projects. Uses other software as needed in the analysis of street design, storm drainage design, detention basin design and other areas as needed.
- Other duties as assigned.

PERIPHERAL DUTIES

- Review construction plans submitted by private sector consultants involving both public and privately funded construction improvements. Evaluates engineer's designs by applying accepted engineering principles ensuring design is in conformance with City ordinances and all applicable construction standards. Prepares comments and inspects the site in question. Analyzes street design, stormwater and detention systems and all other improvements requiring City approval.
- Provide staff support to a variety of boards and commissions as assigned.
- Attend and participate in professional group meetings and City Commission meetings.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Associates degree in a field of engineering technology from an accredited school or university and minimum of three years of increasingly responsible professional civil engineering experience performing related functions; OR an equivalent combination of education, training and experience.
- (B) Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of civil engineering principles, practices, methods and materials essential to design and construction of municipal improvements including stormwater systems, sidewalks and streets; Knowledge of federal, state and local regulations pertaining to storm water discharge and water quality; Some knowledge of applicable City policies, laws, and regulations affecting related activities.
- (B) Skill in land surveys and construction staking; Skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment; Skill in basic drafting and surveying; Skill in AutoCAD, GIS, MS Office products and applicable engineering programs.
- (C) Ability to prepare, organize and maintain engineering field and office data, systems, technical reports, estimates and construction and cost records; Ability to comprehend written material, express ideas in writing and comprehend arithmetically; Ability to access, input, process, and retrieve information from the computer; Ability to work independently and prioritize work and meet deadlines; Ability to meet and deal tactfully with the contractors, developers, property owners, staff, other governmental agencies, City officials and the general public and communicate clearly and concisely, both orally and in writing; Ability to maintain effective working relationships and protect confidential information.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in a field of engineering technology or related from accredited university.
- Possession, or attainment, of a valid Certificate of Registration as a Professional Engineer (PE) from the Kansas State Board of Technical Professions.
- Graduation from a NICET accredited two year technical curriculum or Certification by the Kansas Department of Transportation as a Level II-AC LPA Inspector with at least one year as a lead inspector CMS data.

SPECIAL REQUIREMENTS

Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base and engineering and computer-aided-design software; standard drafting tools and equipment; land survey equipment; pipe locator; engineering plotter, copier and calculator; copier; scanner; motor vehicle; phone; and mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. Employee is occasionally required to walk and/or climb over rough or difficult terrain. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level can be quiet in the office to noisy in the field.

SELECTION GUIDELINES

Formal application review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job-related testing, final selection, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date