

PROJECT ENGINEER

NATURE OF WORK

Perform civil engineering work of a professional nature. Work involves responsibility for supervising and participating in the work of consultants and staff engaged in public works construction or design activities. Work requires the use of considerable judgment, initiative, and professional knowledge and involves responsibility for making technical decisions on engineering problems and plans. Work is performed under the supervision of the Public Works Director. Work is reviewed through analysis of written reports, inspections of projects, and evaluation of work accomplishments. Supervises interns as needed.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Coordinates and participates in the drawing of construction or working plans for street paving, sanitary sewers, storm sewers, watermains, and other purposes.
2. Coordinates survey work and is responsible for collecting, recording, and reducing field data and notes.
3. Checks and corrects completed drawings.
4. Writes specifications and prepares contract documents.
5. Makes engineering estimates of quantities and costs.
6. Checks public utility construction applications.
7. Coordinates industrial-commercial drive approach applications.
8. Makes onsite inspections of all construction projects underway and upon completion.
9. Ascertain that accurate progress estimates are prepared and that project quantity records are maintained.
10. Brings projects to final conclusions, complete with drawings and records.
11. Provides city liaison with contractors and others.
12. Schedules and arranges quality control activities, such as material tests and density tests.

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13. Trains and assists subordinates in technical work.
14. Furnishes information to contractors and property owners, and prepare comprehensive street system reports.
15. Updates and maintains mapping system.
16. Maintains various records including as-built plans.
17. Obtains various permits from appropriate agencies (e.g. MDEQ, MDOT, etc.).
18. Participates in site plan review meetings.
19. Represents department at Planning Commission and City Council meetings as needed.
20. Responsible for traffic signal programming and maintenance.
21. Performs related work as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works and utility projects.

Thorough knowledge of land and engineering survey methods and techniques.

Experience and skill with computers and related software including, but not limited to, computer aided design (CAD) and geographic information systems (GIS).

Ability to instruct personnel in proper work methods.

Ability to adapt approved engineering methods and standards to the design, construction, and maintenance of a variety of public works and utility projects.

Ability to prepare a variety of technical reports, specifications, and plans in connection with a project.

Ability to establish and maintain effective working relations with other officials, employees, and the public.

Ability to see well to perform duties 1-3, 8 and 15.

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- Ability to work effectively with numbers to complete duties 1-10.
- Ability to work effectively under stress.
- College graduation with a Bachelor's degree in civil engineering, or equivalent.
- Two years experience in civil or municipal engineering construction, and design.
- Eligibility for certification as an engineer in training in the State of Michigan.
- A valid driver's license.

Approval:

Mark C. Mun — 1/8/02
Personnel Director Date

Greg W. Smith 1-9-02
City Administrator Date

Nancy Crandall 1-24-02
Mayor Date

Norton Shores, MI
January 2002