



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## *Project Engineer*

Department: Public Works/Engineering

Reports to: PW Director

Pay Grade H15

Date Established: 3/2014

Date Revised: 8/2017

FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Project Engineer provides design, project management, floodplain management and support services for City infrastructure and capital improvement projects. As a Professional Engineer, the job includes designing projects such as parking lots, lift and pump stations, water and sewer infrastructure projects, storm water projects, roads and streets, intersection upgrades, bridges, structures and others. The job includes plan approval, feasibility studies, project management and oversight of the work of contracted engineering firms.

The job requires State of Idaho certification as a Licensed Professional Engineer in good standing, with knowledge of and experience with engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects. This job performs the duties of the City Engineer in that employee's absence, including the duties of Floodplain Administrator.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Provides design and support services in the Engineering Department for City infrastructure and capital improvement projects. Analyzes City needs for short- and long-term infrastructure and capital improvements and creates plans for project implementation. Designs City infrastructure projects including, but not limited to, parking lots, lift and pump stations, water and sewer infrastructure projects, storm water projects, roads and streets, intersection upgrades, bridges and structures. Creates design drawings, elevations, diagrams, and specifications. Writes bid documents, reviews submitted bid documents, oversees bidding process, and monitors construction for adherence to specifications. Ensures that engineering design and construction in the floodplain is performed in accordance with City ordinances, State and national standards.

Coordinates with and monitors outside engineering firms contracted to design large, complex projects. Coordinates City projects with other local, state, and federal agencies and interested and affected community groups.

Answers inquiries and provides information to the public, other City departments, and private engineers, developers, and architects. Prepares and presents reports and information to the public.

Writes and administers grants. Ensures federally funded projects follow complex federal and state guidelines.

Directs work of Engineering Technicians, surveyors and administrative personnel; directs and assists in training interns.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Engineering design principles, practices, and objectives, especially as they apply to civil engineering, infrastructure, and capital improvement projects;
- Federal, state, City, and other statutes, codes, and regulations governing municipal and civil engineering, bidding, construction and floodplain management;
- Federal, state, City, health and safety, environmental, and other applicable building and construction codes;
- Project cost estimation and accounting methods and techniques;
- Land survey methods and techniques;
- Construction contract administration methods and techniques;
- GIS and other data collection and computer mapping and modeling systems;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Provide design and support services in the Engineering Department for City infrastructure and capital improvement projects;
- Coordinate with and monitors outside engineering firms contracted to design large, complex projects;
- Design City projects including, but not limited to, parking lots, lift and pump stations, water and sewer infrastructure projects, storm water projects, roads and streets, intersection upgrades, bridges and structures;
- Ensures that engineering design and construction in the floodplain is performed in accordance with City ordinances, State and national standards;
- Answer inquiries and provide information to the public, other City departments, and private engineers, developers, and architects;
- Create design drawings, elevations, diagrams, and specifications;
- Write bid documents, review submitted bid documents, oversee bidding process, and monitor construction for adherence to specifications;
- Analyze City needs for short- and long-term infrastructure and capital improvements and create plans for project implementation;
- Coordinate City projects with other local, state, and federal agencies and interested and affected community groups;
- Write and administer grants;
- Prepare and present reports and information to the public;
- Direct the work of Engineering Technicians, surveyors and administrative personnel; direct and assist in training interns;
- Perform on-site inspections of City construction projects;
- Operate a motor vehicle;
- Operate specialized engineering design equipment;
- Operate standard office equipment;

- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Bachelor's Degree in civil engineering is required;
- State of Idaho certification as a Licensed Professional Engineer in good standing is required;
- Five (5) years' experience, including two (2) years' experience as a project manager, is required;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.