DESIGN ENGINEER

POSITION SUMMARY

This position is responsible for technical civil engineering and supervisory engineering work performing a variety of engineering tasks. Work is performed under the managerial direction of the City Engineer. This position will be responsible for developing and drafting CIP Plans. This position will also be required to inspect and administer the contract for CIP projects.

RESPONSIBILITIES

Essential Duties (5D): (May not include all of the duties performed.)

- Serves as design engineer on CIP projects; conducts field work, survey, research, preliminary and final design; determines construction quantities, , prepares contract documents and estimates costs; coordinates project among other city departments, prepares reports and memos describing the project; conducts inspections of work.
- Performs inspections and maintains records on CIP projects.
- Prepares "as built" plans after construction is completed.
- Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, sidewalks, curbs, sewers, water mains, storm drains and the like; participates in public hearings, right of way acquisitions, finalizing plans, drafting specifications, etc.
- Maintains a variety of records pertaining to public works installations and projects; prepares reports related to the work.
- Serves as Acting Assistant City Engineer in the Absence of the Assistant City Engineer.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Knowledge of professional civil engineering principles, practices and methods applied to public works construction.
- Knowledge of design principles, cost/benefit analysis required in planning construction projects.
- Knowledge of suitable computer applications to engineering projects.
- Knowledge of construction standards and regulations.
- Knowledge of maps, deeds, plats and plans.
- Ability to plan, organize, and complete personal workload.
- Ability to prepare accurate plans, specifications, cost estimates and engineering reports.
- Ability to operate personal computers and computer aided drafting processes.
- Ability to maintain a variety of technical records and adapt records systems for computerization.
- Ability to make accurate engineering computations and drawings.
- Ability to communicate effectively, both orally and in writing to prepare reports of a complex technical nature.

- Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.
- Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

Judgment/Decision Making (4D):

- Is accountable for overall results in respective area of responsibility.
- Requires a high degree of problem solving of complex problems.
- Strategic issues are referred to supervisor.
- Errors in judgment could significantly affect the operations of one or more lines of business or operations.

RELATIONSHIPS

Leadership/Supervisory Responsibilities (4D):

- Serves as Acting Assistant City Engineer in the Absence of the Assistant City Engineer.
- Will oversee and manage contractors contracted with the City.

Relations to Others (4D):

- Considerable and consistent contact with others in key positions and with city hired contractors;
- Requires interpersonal and communication skills to establish and maintain internal and external relationships;
- Communication and presentations will be primarily one-on-one or small groups;
- Offers suggestions to improve the activities of the department Exhibits a positive image and outlook when interacting with coworkers and/or the public. Serves as a positive role model for others.

SKILLS

Education (6D) **and Experience** (1D):

- Bachelor's Degree in Civil Engineering, prior work experience as an Engineer or relevant internship desired, or an equivalent combination of training and experience that would be expected to lead to registration as a Civil Engineer in the State of North Dakota.

Special Requirements

- Valid Driver's License
- Registration as an Engineer-in-Training in the state of North Dakota – at hire, preferred.

DESIGN ENGINEER

WORKING CONDITIONS

Environment (3D):

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements such as loud noises, dirt, extreme temperatures, chemicals, fumes, gases, dust, smoke, etc.. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may require routine travel.
- Hazards or the risk of injury are generally protected against and predictable.
- Will be expected to lift up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly.

Classification: Class IV, Grade 6 (850 points)
FLSA: Non Exempt
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