

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: CIVIL ENGINEER/PROJECT MANAGER
DEPARTMENT: ENGINEERING
REPORTS TO: ASSOCIATE ENGINEER

JOB CODE: 2105
DATE: 2/08

JOB SUMMARY:

Performs skilled professional engineering work in the design, planning, layout, and inspection work in connection with all phases of municipal engineering projects.

ESSENTIAL JOB FUNCTIONS:

Performs technical reviews for proposed construction work on private development projects, including evaluation of streets, sewer, water, drainage, fences, sidewalks, curbing, gutters, and various other improvement projects to require compliance with city policies, standards, regulations, and ordinances.

Coordinates activities between developers, contractors, utility companies, and city staff as they relate to managing and coordinating all phases of development projects; coordinates numerous public and private development projects simultaneously.

Reviews technical engineering site development plans, profiles, cross-sections, and associated technical reports.

Interprets construction plans and right-of-way plans for the public; explains how the project will affect individual property using plan, roadway and driveway profile, and cross-section.

Reviews plans, specifications, and estimates for proposed public infrastructure improvements.

Reviews construction estimates to ensure adequate financial security from private developers; follows up with developers to be sure financial guarantees are in place.

Administers and coordinates necessary inspection and testing services for all categories of public and private engineering projects to ensure compliance with standards, proper construction methods, and regulations.

Makes regular field visits to verify that construction is being completed per approved plans; attends construction meetings as required; discusses project progress with field inspectors assigned to the project.

Receives, investigates, and answers complaints from the public about engineering-related problems.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Copy Machine
Drafting Tools

Calculator
Computer

Fax Machine
Map Printer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in engineering or a related field and two years of progressively responsible related experience, or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Engineer in Training Certificate

Valid state driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil engineering.

Principles and practices of construction.

Principles and practices of surveying.

Principles and practices of traffic engineering.

Record keeping, report preparation, filing methods, and records management techniques.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work, including AutoCAD, and other civil engineering design software.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.

Preparing clear and concise reports, correspondence, and other written material.

Making oral presentations before groups of people.

Establishing and maintaining effective working relationships with others.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Mental and Physical Abilities to:

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several concrete variables in standardized situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Accurately use engineering design software and the AutoCAD drafting software.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

Occasionally lift light or heavy objects.

Working Conditions:

Work is performed in an office and at construction sites.

The employee may be exposed to cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.