

<p>City of St. Charles Position Description</p> 	Position Title	Civil Engineer II				
	Department	Public Works	Division	Engineering		
			Section			
	Full/Part Time	Full Time	Union	Non-Union		
	Reports to	Assistant Director of Public Works - Engineering	Positions Supervised	None		
	FSLA Status	Exempt	Salary Grade	G		

Position Description Overview

This position, under the general supervision of the Assistant Director of Public Works - Engineering, applies superior customer service skills and engineering and construction knowledge to manage and administer department civil engineering/municipal engineering projects, assist internal and external customers, review/prepare engineering plans and contracts, construction inspection and train and lead others. This position involves the application of professional engineering knowledge and skills to the management of design, construction and inspection of public works projects. Work is performed with considerable independence under the general supervision of the Assistant Director of Public Works – Engineering.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Manages and administers Public Works Department project management efforts with contractors, citizens, regulatory agencies, developers and others by:
 - Construction observation and inspection of City Capital Improvement Projects and resolving complex field problems.
 - Preparing and/or reviewing Public Works Department construction and engineering contract documents, engineering drawings/plans, project specifications, quantities, cost estimates, and bid documents for (streets, water, storm, sanitary, etc.). Evaluates impacts and potential solutions from a cost, maintenance and liability perspective.
 - Independently manage public works projects including leading other personnel involved in the project, scheduling and budget considerations. Coordinate permits, property acquisition, agreements, bidding, pay requests and project closeout.
 - Responding to questions involving existing and future public works projects, city

- development, and growth;
 - Participate in public meetings by presenting and/or supporting Public Works projects;
 - Coordinate and prepare permits, plats & legal descriptions, easement documents, proofreads title commitment documents to ensure accuracy and forwards to supervisor for review;
 - Schedule and participate in preconstruction and/or construction progress meetings in field or office, as appropriate, with engineer, utility representatives, developer, and others to initiate communication, resolve conflict, and ensure that City's plans and policies are followed;
 - Engineering project design utilizing Microstation CADD preferred or Autocad;
 - Receiving, verifying and approving pay requests and overseeing/preparing change orders if necessary;
 - Ensuring efficient and timely project close out;
 - Performing inspection services to ensure compliance with regulatory codes and contract documents;
 - Performs field surveys to check construction lines and grades for preparation of engineering design drawings and for construction staking for Public Works projects;
 - Direct consultant engineers regarding the preparation of studies, plans and specifications and construction inspection on municipal-sponsored Public Works projects/programs;
 - Provides leadership and technical support to staff in daily work assignments and reviewing work completed;
2. Assists the public and other City employees in person or by telephone with inquiries regarding planning, zoning, floodplain elevation, development, construction, etc. by answering questions and delivering superior customer service.
 3. Assists the Assistant Director of Public Works – Engineering in reviewing engineering plans to ensure quality engineering standards and proper City codes and forwards written and/or verbal communication to engineers informing of necessary revisions or actions.
 4. Coordinates with other departments in the approval process for proposed house and building foundation elevations by reviewing engineering plan site elevation information for accuracy.
 5. Trains others in the use of survey equipment and Microstation CADD as necessary.
 6. Works with other City departments and outside contractors to ensure proper functioning and maintenance of equipment and Public Works property.
 7. Directs daily activity of summer intern(s) (traffic counts, construction inspection, survey, etc.) as applicable.
 8. Manages the traffic signal system annual maintenance contract.
 9. Coordinates traffic data collection work, including traffic counts.
 10. Backs up and assists Mapping Project Coordinator with preparation of engineering information and maps, atlases, drawings, exhibits, legal descriptions & easements, and graphical information for reports and presentations by using Microstation CADD or other GIS software, updating maps, drawings and exhibits.
 11. Assists in developing long-range plans and objectives for the engineering office and Public Works Department.
 12. Acts in the capacity of the City Engineer in his/her absence.
 13. Provide appropriate documentation and meet appropriate regulatory requirements for IDOT, KDOT, MFT, IEPA, etc.

14. Prioritization of the City's roadway infrastructure, utilizing the City's Infrastructure Management software (IMS). As well as updating this program upon completion of rehabilitation work.
15. Keep abreast of new developments and techniques in civil/municipal engineering through membership in professional organizations and attendance at technical conferences and seminars as approved by the Assistant Director of Public Works Engineering.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
 - Participating in proactive team efforts to achieve departmental and City-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

Position-Specific

1. Backs up and assists Mapping Project Coordinator in management of Public Works projects, design, inspections and field surveying.

Basic Requirements

For successful performance in this position, the incumbent will need to demonstrate the following:

Knowledge	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.
Skills	<i>Position-Specific</i>
	<ol style="list-style-type: none"> 1. Demonstrated knowledge of the principles and practices used in Civil engineering, planning, zoning, and construction. 2. Considerable knowledge of construction materials, methods and procedures; ability to maintain field and office records; ability to perform complex quantity and engineering computations; ability to read and interpret plans and specifications.
Skills	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
Skills	<i>Position-Specific</i>
	<ol style="list-style-type: none"> 1. Excellent written and verbal communication skills, including the ability to read,

	<p>analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and ability to write routine reports and correspondence.</p> <ol style="list-style-type: none"> 2. Proficient personal computer skills to effectively utilize Microsoft Word, Excel, Power Point, Access, Office software standard features and Microstation CADD software advanced features to create properly designed and formatted documents. 3. Excellent professional engineering judgement.
<p>Abilities</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges. 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office and field environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Excellent written and verbal communication skills, including the ability to read, analyze, and interpret general business periodicals, professional journals,

	<p>technical procedures, or governmental regulations.</p> <ol style="list-style-type: none">2. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.4. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.5. Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plan and solid geometry and trigonometry as well as to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.6. Ability to work with land surveying equipment.7. Ability to follow proper inspection and design techniques, examine workmanship and materials to detect deviations from plans, regulations, ordinances, or standards.8. Ability to analyze problems, make decisions and initiate corrective action.
Education & Experience	<ol style="list-style-type: none">1. Graduation from an accredited college or university with a Bachelor of Science in Civil Engineering or Construction Engineering degree is required, with major course work in civil engineering, construction, surveying or related field.2. Professional Engineering license preferred or ability to obtain within two (2) years of commencing employment.3. Minimum of five (5) years of experience in construction inspection related position(s), with surveying experience preferred, but not required.4. Minimum of three (3) years of experience managing various design and construction projects.5. Considerable experience in surveying, drafting, and design, public works inspection or related work.6. Considerable knowledge of the various types of design standards and procedures used in the design and construction of public works and public improvement projects. Experience working with the IDOT, KDOT, IEPA, MFT funding and other federal funding preferred.7. Minimum of three (3) years of experience using Microstation CADD or Autocad in a civil engineering, city engineering, project management, geography, or related environment. Knowledge of GIS a plus.8. IDOT Documentation Certified or the receipt of such within twelve (12) months of commencing employment.9. National Incident Management System (NIMS) training as required and will be provided by the City.10. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Physical/ Environmental Demands	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> 1. Ability to lift up to 50 pounds.

Revised 7/7/2016

Position Description Acknowledgement	
Position Title	Revised/Updated
Civil Engineer II	7/7/16
<p>I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.</p> <p>I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.</p>	
<p>_____</p> <p>Employee</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Supervisor</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Human Resources</p>	<p>_____</p> <p>Date</p>