

# CIVIL ENGINEER I

---

Position Code: 2710

WC Code: 8601

FLSA Status: Exempt

Pay Grade: 355

Location: Engineering

Approval Date: 2019

## **General Statement of Duties**

Performs, difficult professional, technical and administrative work participating in the planning, design, and construction of a variety of municipal projects.

## **Distinguishing Features of the Class**

An employee in this class will provide design and construction management of public improvement projects involving streets, storm drainage and stormwater detention facilities, sanitary sewer, water distribution, curb and gutter, parking facilities and recreation projects. Work includes preparation and coordination of engineering design, reports and estimates for a variety of related projects, review of private development site plans, GIS mapping and assistance with infrastructure maintenance programs. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Work is supervised by the Senior Civil Engineer and is evaluated based on conferences and review of assignments.

## **Duties and Responsibilities**

Schedule and manage in-house and consultant design projects; ensure that projects begin on time and that project milestones are met; coordinate various types of projects from conception through construction completion. Prepares, monitors and coordinates project schedules.

Review various types of projects for compliance with Town and State standards including street plans and profiles, water and sewer plans and profiles, site plans, erosion control plans, stormwater drainage plans and stormwater detention basins.

Maintains Public Services GIS data through use of ESRI software including meeting with Public Works and Utilities Departments end users to define needs, desired outputs, and to develop maps and reports as needed.

Participates in the preparation of designs, drawings, estimates, specifications, construction contracts and related engineering work for various municipal, public works and utilities projects with the use of CADD and other software.

Works with construction inspectors and contractors to address problems or questions; reviews and approves change orders.

Prepares and presents technical reports.

Provide developers, contractors and the general public with technical information relating to engineering projects and municipal services.

Coordinates data collection and other research such as flow monitoring.

Assists with reviews of development plans submitted to the town.

Periodically reviews Town Development Standards and makes recommendations of revisions, additions and/or deletions to the Town Engineer.

Coordinates survey work, whether in-house or contract.

Responds to questions from the public concerning Town policies on drainage, paving, and water/sewer extension and availability.

Performs construction inspections of Town and private development work as related to the Town.

Coordinates and maintains Public Works and Utility maps through the use of GIS related software.

Makes cost estimates for projects, takes final measurements and certifies payment to contractors.

Maintains files and records pertaining to engineering projects and activities.

Performs legal research with respect to deed descriptions and records maps.

Participates and assists in the identification of rights-of-way. Coordinates and approves right-of-way maps and easements. Assists in the negotiation and acquisition of rights-of-way. Acquires appraisals where necessary.

Assists Deputy Town Manager, Public Works Director and Public Utilities Director in the overall Public Works/Utility fields as required.

Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of Civil Engineering.

Performs related duties and responsibilities as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the area assigned.

Considerable knowledge of computers, GIS software/hardware, CADD equipment and applications and office machines.

Thorough knowledge of modern methods and techniques as applied to the design of public works and utility projects.

Considerable knowledge of all relevant State and Federal laws, local ordinance, policies, and procedures.

Ability to perform difficult engineering computation and to make comprehensive recommendations on engineering problems and planning.

Ability to establish effective working relationships with Town officials, employees, contractors and the general public.

Skill in the use of civil engineering instruments and equipment.

Ability to communicate complete ideas effectively, orally and in writing.

Ability to perform complex cost calculations.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, to operate a computer, inspect sites, do extensive reading, review plans, and use measurement devices.

### **Minimum Education and Experience**

A Bachelor of Science degree in Civil Engineering from an accredited college or university with major coursework in municipal engineering and three to four years of experience in GIS software, construction and inspections work, public works or utility engineering, or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina driver's license.

Fundamentals of Engineering (FE) certificate is required.