

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Engineer-In-Training</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BC29</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Eligible</u>
Occupational Group	<u>Engineering</u>

**PRIMARY PURPOSE:**

Serves as an Engineer In Training performing entry level engineering work for municipal projects in an assigned division area of Public Works such as Civil, Traffic, Solid Waste, Storm Water or Sanitary Services.

**SUPERVISION:**

Under the general supervision of a Professional Engineer, works independently or as a member of a team to accomplish specific project assignments.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs entry level engineering work under the direction of a Professional Engineer (PE).
2. Works independently or as a member of a team to coordinate, monitor, and review engineering projects, investigations, and preparation of plans as an Engineer In Training (EIT) for an assigned area of responsibility within the Public Works Department.
3. Performs work as assigned for engineering projects such as capital improvement programs; street, storm drainage, and sewer construction; landfill construction and engineering studies; wastewater and stormwater management; and intersection design and traffic control, and/or improvement programs.
4. Performs engineering level design work for various municipal public works projects that are broad in scope.
5. Provides assistance and direction to engineering support staff as needed to coordinate gathering of data and compilation of information necessary to complete project assignments.
6. Prepares reports including text and exhibits, makes presentations, and maintains accurate records, notes and other required documentation for assigned projects.
7. Ensures that assigned projects are completed within the guidelines established by local, state, and federal laws, regulations, standards, and/or policies.
8. Reviews plans submitted by consulting engineers relating to sanitary sewer, drainage, and street design to ensure they meet the City's minimum design standards.
9. Attends meetings as needed or requested to address engineering issues related to assigned area of responsibility.
10. Develops work orders for field crews as required by job duties. Monitors, assists with and verifies completion of the work as needed.
11. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, and testing information.
12. Utilizes a variety of computer software applications such as spreadsheet, database, computer-aided design (CAD), Arcview, word processing, and internet programs.
13. Travels to a variety of project sites for assigned area of responsibility.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Assists in investigating complaints and requests for service and answers public inquiries regarding related area of responsibility.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, standards, and practices related to professional level engineering work with specialized knowledge in assigned area of responsibility; mathematics as it relates to complex engineering work and calculations; computerized software programs used for engineering applications; applicable standards, laws and regulations as they relate to assigned discipline.

**Abilities**

Effectively perform engineering level work in assigned discipline; may direct assigned technical and/or administrative support staff; accurately design, analyze, understand, and interpret plans and specifications, construction drawings, and schematic diagrams; utilize sound independent judgment and make responsible decisions and recommendations; work effectively with only general direction and guidance; communicate effectively both verbally and in writing; utilize computer software applications; deal effectively and courteously with associates, customers, and the general public; prepare accurate and complete reports and records; effectively present reports, information, and recommendations; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Must possess a Bachelor’s Degree from an accredited college or university in an Engineering discipline providing appropriate engineering education related to the specialty area with current vacancy.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 25 pounds; must have ability to operate a computer keyboard and mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment, however, will be exposed to extreme weather conditions when conducting on-site field work for various engineering projects; subject to safety hazards from working in and around traffic or excavation areas, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around solid waste reduction and disposal and sanitary sewers.

**Licensing/Certification**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b>	February 9, 2012	<b>GENERAL ORDINANCE NO.</b> 4989
<b>Comments:</b>	Updated Abilities	<b>Date:</b> July 1, 2000

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_