

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Principal Engineer</u>
Sch & Grade	<u>PAT-13</u>
Class Code	<u>AC48</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Serves as Division Head for Engineering Division or Storm Water Services Division of Public Works Department. Plans, directs and supervises the design, development and construction of major civil engineering projects (Principal Civil Engineer) or major storm water projects (Principal Storm Water Engineer) and related facilities through coordination with assigned professional engineers and technical staff.

SUPERVISION:

Under the general supervision of an Assistant Director of Public Works. Supervises assigned staff in construction inspection, surveying, design, administrative support and acquisition of right-of-way.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal design engineer, assuming responsibility for the preparation of finished plans, specifications, and property acquisition for public infrastructure improvements in assigned area of responsibility.
2. Supervises engineering activities and required personnel relative to public improvements and program management for assigned area of responsibility.
3. Supervises and participates in the development and implementation of division policy; advises Public Works management of policy issues regarding capital improvement programs including making recommendations and decisions when appropriate.
4. Establishes and communicates clear goals and objectives for the Division to which assigned, that is consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment.
5. Coordinates design activities for public improvements with city departments, consulting engineers, architectural firms as well as other local and area agencies or governments, and fosters a cooperative relationship.
6. Represents the department through preparing and delivering informal and formal presentations to civic groups, neighborhoods, and community members as part of the department's commitment to working with the community.
7. Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
8. Prepares and submits written reports as required; may prepare ordinances, resolutions and contracts for public improvements. Reads and interprets blueprints, schematic diagrams, manuals, professional literature, and other related material.
9. Maintains city design, construction standards and specifications.
10. Prepares and manages Division operating budget.
11. Travels to a variety of construction and/or work sites to review project and interpret plans.
12. Meets and discusses complaints, concerns, and engineering issues with citizens and city staff members.

13. Utilizes computer applications such as email, word processing, spreadsheet, and specialized engineering software.
14. Supervises special tax bill assessments for public improvements and contract administration for assigned area of responsibility.
15. Directs the preparation and maintenance of a wide variety of technical records and reports on departmental activities for assigned areas of responsibilities.
16. May serve as the Director of Public Works in his the absence of the Director and Assistant Directors as required.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Engineering management knowledge, which includes thorough knowledge of public sector engineering practices and principals for assigned area of responsibility. Working knowledge of local, state and federal regulations and standards pertaining to assigned area of responsibilities. Principles and practices of civil engineering including surveying, design, construction and management for assigned area of responsibility; knowledge of recommended practices and design standards for assigned area of responsibility; GIS systems and applications; details required for construction plans; statistics and engineering related math; computer applications in assigned area of responsibility; working knowledge of federal, state and local laws and regulations affecting municipal public works activities; public administration techniques relative to Public Works; basic principles and procedures involved in budget administration.

Abilities

Effectively lead and manage the employees and activities for assigned Division; establish and maintain good working relationships with a variety of people including consultants, architectural firms, city officials, contractors, associates, assigned staff, and the general public; accurately make engineering cost estimates on complex projects; plan, develop, and implement departmental policy; exercise sound, independent judgment; analyze situations and problems with a results oriented focus, identify and evaluate solutions, and effectively implement determined action; read and interpret blueprints, schematic diagrams, manuals, professional textbooks, etc.; effectively utilize computer applications; approach problem-solving creatively and with a team orientation; effectively prepare and present both written and verbal reports; ability to follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others; ability to chair meetings and hold public hearings; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the Public Works management team in carrying out the City's stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Civil Engineering or related discipline, plus at least five years of experience in infrastructure design, and project management in assigned area, two years of which must be of a supervisory nature. A master's degree in Civil Engineering or related discipline may be substituted for one year of work experience. Four years of experience in design/construction of Civil

Engineering projects of which two years has been as a registered Professional Engineer which includes supervisory experience.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to six feet in height; push and pull up to 25 pounds for general administrative duties; hold and grip objects. Must be able to make periodic on-site inspections with regard to a wide variety of public works projects; ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated; exposure to outdoors when working at construction and/or off-site work locations; possible exposure to hazardous conditions and/or disease when at construction or work sites; possible safety hazards associated with working in and around traffic and construction.

Licensing/Certification

Must possess a Professional Engineer's license; MO registration, as issued by the State Board of Registration for Professional Engineers, required within six months of employment. Must possess or obtain a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Updated Abilities	Date: June 3, 2002

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: _____