

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Project Engineer</u>
Sch. & Grade	<u>PAT-10</u>
Class Code	<u>BC32</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

To prepare and review engineering studies, which includes coordination of data collection, preparation of plans and reports, and preparation of exhibits, leading to new or modified regulations and controls for municipal projects in an assigned divisional area within Public Works such as Engineering, Traffic Engineering, Storm Water Services or Sanitary Services.

SUPERVISION:

Under the general supervision of assigned Professional Engineer.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs engineering studies under the direction of a Professional Engineer (PE).
1. Prepares and reviews impact studies for proposed new developments generating activities which require rezoning and/or subdivision.
2. Analyzes data and projects growth impacts using manual and computer calculations and makes recommendations regarding roadway, traffic control, storm water, or sanitary sewer improvements necessary to accommodate growth.
3. Analyzes existing condition of infrastructure and data to determine/recommend design requirements for infrastructure improvements.
4. Coordinates data collection necessary to assess expected impact of new developments and growth.
5. Oversees code enforcement work with regard to traffic, streets, storm water or sanitary sewers.
6. Evaluates need for additional infrastructure such as warrants for installation of traffic control devices.
7. Prepares reports that summarize findings, conclusions and recommendations including preparation of text and exhibits.
8. Reads and interprets construction plans/drawings, technical reports, survey data, property descriptions, etc.
9. Assists with maintenance of inventory to provide adequate and accurate records.
10. Maintains effective working relationships with citizens by responding to requests for service, investigating complaints, and recommending necessary action to resolve concerns.
11. Travels to sites throughout the city to conduct field inspections, gather data, complete studies, etc.

IMPORTANT FUNCTIONS:

1. Works with consultants, property owners, developers and contractors to determine improvements necessary to accommodate private development impacts.
2. Works with internal staff and other departments to provide prompt review of plans and information needed to expedite development process.
3. Assists in investigating complaints regarding problems and answers public inquiries.
4. 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

Knowledge of the principles and practices related to engineering studies with specialized knowledge in assigned area of responsibility; knowledge of complex mathematics as it relates to engineering work and calculations in assigned area of responsibility.

Abilities

Plan, organize, and direct the employees and activities in the assigned area; read, prepare, and schedule work ordered from the Professional Engineer and other staff members; utilize sound, independent judgment; communicate effectively both verbally and in writing; follow oral and written instructions; deal effectively and courteously with associates, contractors, vendors, and the general public; present an overall professional image; model and promote acceptance and respect for 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 function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Civil Engineering or a related area plus two years of progressively responsible experience. Work experience must be commensurate with assigned specialty area for required vacancy.

Physical Requirements

Performs bending and reaching to both ground level and overhead; ability to operate a computer keyboard and/or mouse; holds and grips objects; lifts, carries, pushes and pulls objects up to 100 pounds; distinguishes colors as necessary for signs and marking programs.

Working Environment

Generally 50% of time spent indoors in a general office environment and 50% of time spent outdoors making field inspections and/or conducting studies; may be exposed to extreme weather conditions and possible safety hazards associated with working in and around traffic.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License. EIT certification is required. A Master’s degree in Civil Engineering from an accredited college or university may be substituted for the EIT certification.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4712
Comments:	Updated Abilities	Date: 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:** _____