

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Engineer II</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:

Performs engineering work in an assigned municipal government area such as Transportation Engineering, Traffic Operations, Transportation Management, Solid Waste, Cleanwater Services, Construction Inspection, Stormwater Services, or Building Development 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. Works as a member of a team to coordinate, monitor, and review engineering studies, investigations, plans and construction projects for an assigned municipal government area.
2. 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.
3. Performs engineering level design work for various municipal public works projects that are broad in scope.
4. Provides assistance and direction to engineering support staff as needed to coordinate gathering of data and compilation of information necessary to complete project assignments.
5. Prepares reports including text and exhibits, makes presentations, and maintains accurate records, notes and other required documentation for assigned projects.
6. Ensures that assigned projects are completed within the guidelines established by local, state, and federal laws, regulations, standards, and/or policies.
7. Reviews and recommends approval of public or private development plans and projects to ensure they meet the City's minimum design standards; provides advisement and assistance to city staff such as inspectors, technicians, and designers regarding the design of plans as they relate to City standards, policies, and requirements.
8. Attends meetings as needed or requested to address engineering issues related to assigned area of responsibility.
9. Develops work orders for field crews as required by job duties. Monitors, assists with and verifies completion of the work as needed.
10. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, and testing information.
11. Utilizes a variety of computer software applications such as spreadsheet, database, computer-aided design (CAD), Arcview, word processing, and internet programs.
12. Travels to a variety of project sites for assigned area of responsibility.

IMPORTANT FUNCTIONS:

1. Assists in investigating complaints regarding problems and answers public inquiries.
2. 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. A Master's Degree in Engineering may be substituted for one year of the required work 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

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 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

Must possess a valid Missouri Motor Vehicle Operator's License. Engineering Intern (EI) certification is required.

Miscellaneous Requirements

None required.

Last Revision:	March 2017	GENERAL ORDINANCE NO. 4712
Comments:	Changed multiple areas	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:** _____