

MAJOR FUNCTION

This is a responsible professional engineering position involving technical, administrative, and supervisory work assisting the City Engineer in directing the Engineering Division's civil engineering or public works projects. Position requires a high degree of responsibility and the use of substantial independent judgment in directing survey, design, right-of-way acquisition, contract administration, construction inspection operations and drainage projects. Work is performed under the general administrative direction of the City Engineer and is reviewed through conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs and assists employees in the survey, design, contract administration and inspection of all types of public works projects including street construction, stormwater drainage and management systems, and related projects. Develops specifications, cost estimates, and standards. Provides assistance to private builders, subdivision developers, and consulting engineers regarding street, stormwater drainage and management, and developments. Reviews and approves plans and specifications for streets, stormwater drainage and management, sidewalks, bridges, water and wastewater systems, and other municipal improvements for conformance to City policies, City ordinances and sound engineering practices. Coordinates selection and fee negotiation processes for engineering and architectural consultants and supervises resulting contracts. Prepares technical reports and provides advice on technical questions. Serves as liaison and resolves conflicts between contractors and the City. Recommends hiring, transfer, promotion, grievance resolution and discharge of subordinate personnel. Conducts performance evaluations and recommends approval or denial of merit increases. Provides budgetary requirements to City Manager and monitors expenditures. Reviews and develops public works or stormwater management policies, ordinances, and programs for consideration and approval by management and City Commission. Performs related work as required.

Other Important Duties

Assumes responsibility of City Engineer in his/her absence. Completes special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of civil engineering as applied to municipal public works. Considerable knowledge of modern techniques, methods, procedures, principles and practices of the organization and management of a municipal engineering operation and general public works. Working knowledge of computers and computer software and their applications to problem solving in the areas of engineering design and scheduling, as well as the other applications that are necessary for successful job performance. Knowledge of laws, statutes, rules, codes and policies relating to design of public works. Ability to effectively plan and implement projects and prepare related designs, estimates, and specifications. Ability to effectively plan, direct, and coordinate the efforts of professional and technical personnel. Ability to perform complex engineering computations and to make comprehensive recommendations for the solution of engineering problems. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate clearly and concisely, orally and in writing.

Minimum Training and Experience

Graduation from a college or university with a degree in Civil Engineering and six years of professional experience that includes public works engineering, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity in the public works engineering or urban stormwater management area

Necessary Special Requirements

Registration as a Professional Engineer at the time of application. Incumbent must attain a registration as a professional engineer in the State of Florida within one year from date of employment.

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