

**CIVIL ENGINEER I and II
(Exempt)**

JOB SUMMARY: Under administrative direction, the Civil Engineer performs and coordinates professional office and field civil engineering work; assists the Director in the management of work groups and/or service areas of the Engineering Department; coordinates assigned activities with other departments, outside agencies, and the general public; and provides highly responsible and complex staff assistance. This is a full-time position working 40 hours per week, Monday through Friday. This position reports to the City Engineer.

** This is a safety sensitive position and as such, use of medical marijuana is not permitted.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Assist the Director in the management of work groups and/or service areas of the Engineering Department including City design projects, traffic engineering, GIS data collection and mapping, field inspections and related operations, functions, and program areas.
- Performs topographic and boundary surveys.
- Prepares legal descriptions of properties and reviews legal descriptions prepared by others.
- Prepares engineering drawings for city infrastructure projects.
- Prepares record drawings and updates atlas sheets of infrastructure projects.
- Assists with designs; takes measurements, prepares layouts, calculates linear, area, and volume quantities, prepares legal descriptions, and assists with surveys.
- Scans paper drawings to prepare electronic archives; researches archives for information on existing facilities.
- Participate in the maintenance of records and related documentation; prepare performance and other reports detailing GIS workload and activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of GIS in engineering.
- May assume responsibility for Engineering Department in the absence of the Director.
- Supervise the processing of development projects with other City departments, public agencies, outside engineering consultants, and developers.
- Determine the need for basic data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate channels.
- Coordinate the preparation of the engineering conditions of approval for all types of development projects; coordinate plan checking of developments engineering plans and maps.
- Coordinate engineering work and construction performed by contractors.
- Prepare and coordinate preparation of official maps, estimates, and designs.
- Make field inspections of construction sites.
- Calculate quantities and costs, write reports and make special estimates on projects.
- Answer questions on improvement costs, public rights of way and property lines.
- Advise the public, contractors, and other City departments on civil engineering matters.
- Coordinate or be involved in the Stormwater Management Program.
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Ensure that engineering activities and operations are responsive to the needs of the citizens; identify opportunities for improving service delivery methods and procedures; identify resource needs; implement established improvements.
- Coordinate and review the work plan of Engineering Department; monitor work flow; review and evaluate work products, methods, and procedures; meet with the Director to identify and resolve problems.
- Assist in the selection, training, motivation, and evaluation of assigned personnel.

- Provide or coordinate staff training.
- Assist with action planning for safety programs.
- Participate in the development of assigned Engineering Department budgets.
- Assist in forecasting funds needed for staffing, equipment, materials, and supplies.
- Provide staff assistance to the Director; conduct a variety of studies and investigations; develop and recommend modifications to engineering programs, policies, and procedures as appropriate.
- Assist in the development and implementation of plans and programs to improve the efficiency of the Engineering Department operations including cost control programs, staff utilization studies, and work method improvements.
- Participate in the maintenance of records and related documentation; prepare performance and other reports detailing Engineering Department workload and activities.
- Coordinate assigned activities with those of other departments and outside agencies and organizations; resolve sensitive and controversial issues.
- Represent the Director on a variety of committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
- Respond to and resolve citizen and staff inquiries, concerns, and complaints in a timely and effective manner.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES/KNOWLEDGE:

- Operational characteristics, services, and activities of an engineering development program.
- Civil engineering principles and practices.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of project management, administration, and coordination.
- Local, regional, and state infrastructure development regulations and standards.
- Principles of business letter writing and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Customer service principles and techniques.
- Work independently with minimal supervision.
- Apply civil engineering knowledge of streets, storm drains, sanitary sewers, water mains, and other public works.
- Utilize computer-aided drafting (AutoCAD), mapping, geographic information system (GIS), and survey methods, design, and layout work applied to municipal and/or utility engineering.
- Prepare specifications and write technical reports.
- Check office and field engineering, drafting and mapping calculations.
- Receive assignments in general terms and to plan, layout, and direct work on a variety of problems.
- Utilize computers in the performance of complex calculations.
- Coordinate and participate in the management of development engineering.
- Coordinate the work of other staff.
- Select, train, motivate, and evaluate assigned personnel.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Administer program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Interpret and apply federal, state, and local policies, laws, and regulations.
- Read and interpret engineering and construction plans and specifications and interpret them to others.
- Prioritize multiple, complex projects and programs within specific timeframes.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Participate in the providing a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the Engineering Department during public contacts.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Demonstrate an awareness and appreciation of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform related duties as required.

MINIMUM AND PREFERRED REQUIREMENTS:

- Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field.
- Civil Engineer II - Three (3) to five (5) years or more of responsible civil engineering experience. Experience to include project management, administrative, and/or supervisory responsibility.
- AutoCAD and ArcGIS – Three (3) to five (5) years of responsible experience.
- Engineer Intern licensure or the ability to obtain within six (6) months of employment.
- Civil Engineer II - Desire Oklahoma Registration as a Professional Civil Engineer or ability to obtain license within one (1) year of employment.
- Possession of an appropriate, valid State of Oklahoma driver's license.

WORKING ENVIRONMENT:

The duties of the Civil Engineer will be generally performed in a standard office setting with some travel from site to site. Some exposure to noise, dust, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Attending meetings outside of regular work hours may be required.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.