



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Civil Engineer

Department: Public Works/Engineering

Reports to: Senior Engineer

Pay Grade H13

Date Established: 10/2017

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Civil Engineer (Eng Intern) is an entry-level engineering position that performs technical and professional duties associated with engineering services for the planning, designing, construction, and maintenance of various City projects, developments, and new subdivisions.

The position requires the incumbent to have passed the Fundamentals of Engineering exam and be a Certified Engineer Intern in the State of Idaho or equivalent in another State.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in construction and high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Prepares designs for engineering projects in accordance with general engineering principles and City Standards. Designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road and storm drainage projects. Conducts and coordinates design and construction surveying, provides construction staking. May work as part of a team on large engineering and construction projects.

Reviews Consultant-prepared subdivision and site plans and determines the adequacy of said plans in meeting the City's established standards and limits for accuracy, street cross-sections, designs, curvature, water and sewer line sizes, etc. Determines plat conformity to City's overall established street and utility patterns. Verifies city ability to service potential new property with regards to water, sewer, and street requirements. Assists City Engineers in the final inspection and acceptance of public improvements associated with development project. Evaluates work by other City divisions and developers within public rights-of-way to assure that the work meets City standards, requirements, and sound engineering practices.

Reviews construction plans, specifications, and cost estimates prepared by Engineering Technicians for City infrastructure projects. Provides technical guidance to Engineering Technicians on a project-by-project basis as assigned.

Writes technical specifications for sanitary sewer, water, drainage, street, and other construction projects. Researches and reviews products, materials, and means and methods of construction for potential approval for use in public infrastructure construction within the City. Assists in updating City standard specifications and standard drawings.

Performs detailed technical analysis of traffic operations, water systems, stormwater collection and disposal, and sanitary sewage collection. Performs detailed calculations for the design of roadways, piping systems, retaining walls, and other public infrastructure.

Conducts inspections, as assigned, for a variety of public works projects related to general improvements to public works rights-of-way. Approves continuance of work progress or issues "stop work" notices based upon

compliance to standards and project specifications or permit requirements. Performs final walk-through inspections with developers and contractors. Reviews pre-construction contractor submittals for materials and equipment and post-construction test reports to assure contract compliance.

Attends pre-project planning and coordination meetings; attends development review meetings; makes presentations before various Boards, Council, and Commissions; explains project goals, objectives, and impact, gives insights related to traffic impact, safety, etc.; and, makes recommendations regarding developments and subdivisions.

Prepares reports of work accomplished and project status. Prepares project documents, monitors and complies with bidding procedures. Assists in the selection of engineering consultants.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Project management techniques and practices;
- Design engineering, survey, inspection, and signing and striping, as each is essential to a variety of municipal projects;
- Engineering standards and requirements as established by various State and Federal Agencies (i.e., Idaho Department of Highways, Federal Highway Administration, Department of Health and Welfare, United States Environmental Protection Agency, and Federal Aviation Agency);
- "Manual on Uniform Traffic Control Devices" for streets and highways;
- Survey practices and equipment operation;
- Intricacies involved in inspection of construction work;
- Traffic engineering systems and standards;
- Various software applications, i.e., ArcGIS, ArcReader, AutoCAD, Microsoft Office applications, etc
- GIS and other data collection and computer mapping and modeling systems;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Provide design and support services in the Engineering Department for City infrastructure and capital improvement projects;
- Answer inquiries and provide information to the public, other City departments, and private engineers, developers, and architects;
- Create design drawings, elevations, diagrams, and specifications;
- Coordinate City projects with other local, state, and federal agencies and interested and affected community groups;
- Prepare and present reports and information to the public;
- Operate a motor vehicle;
- Operate specialized engineering design equipment;
- Operate standard office equipment including a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;

- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Bachelor's Degree in civil engineering is required;
- One (1) or more years of experience associated with municipal engineering or closely related field is preferred.
- Must have passed the Fundamentals of Engineering exam and be a Certified Engineer Intern in the State of Idaho or equivalent in another State;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.