



Engineer II

Category: Non-Exempt

Department: Utilities

Pay Grade:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Responsible for civil engineering work assignments on capital improvement projects and plans review and permitting activities for the City. An employee in this position designs routine or somewhat complex projects, or administers and manages designs by outside Consultants, prepares drawings, sketches, reports and permit applications, produces contract documents (plans and specifications), organizes, files and maintains project record documents, permits and conditions, and performs reviews bid documents associated with construction. This employee may be assigned specific review tasks related to traffic calming, Traffic Control Plans, administer traffic studies by outside consultants, and perform or oversee field work including surveying, traffic counts, dredging/re-grading and slope stability analysis and excavation efforts and other general engineering assignments related to underground infrastructure, roads, bridge work, signalization or lighting maintenance and rehabilitation. This position may apply for engineering or environmental related permits, performs calculations, conducts or evaluates hydraulic modeling efforts for determination of adequacy for service, and ensures or verifies submittals are appropriate.

ESSENTIAL JOB FUNCTIONS

- Receives, reviews, communicates, prepares, submits, or transmits various records, drawings, design documentation (shop drawings, catalogue sheets, deeds, and other legal documents), and reports including engineering plans and specifications, technical reports, technical memoranda, conceptual and final plans, calculations, cost estimates, right of way or easement documents and permit applications.
- Assists department staff in the preparation or administration and reporting for the City's National Pollutant Discharge Elimination System (NPDES), Permit Program, National Flood Insurance Program, and Community Rating System (NFIP-CRS) Program and (Municipal Separate Storm Sewer System (MS4) permit.
- Interacts and communicates with various groups and individuals such as City department directors and employees, county, and state regulatory officials, and the general public.
- May assist or represent the Capital Improvement Manager or Utilities Director at various meetings and advisory boards.
- Performs progressive tasks advanced beyond entry-level including more independent evaluations, computations, plans and specifications, and drafting as well as communications and coordination, project management, project inspections and analysis, project close out services and records filing

and maintenance.

- Performs related work as required.

QUALIFICATIONS

- Bachelor's degree from an accredited school in civil/mechanical/environmental engineering or a closely related field.
- Master's degree preferred.
- Must have certification as a Florida Professional Engineer

Education and Experience

Five years of progressive work experience in engineering and land development activities, including water, wastewater, and storm water utility and roadway design and construction. Experience with computer aided design and drafting (AutoCAD) and/or Geographical Information Systems (GIS) and use of ESRI Software and project management is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of civil engineering with particular emphasis on water, wastewater, and storm water utility design; permitting, roadway, and sidewalk improvements; signing and marking; traffic control; and ADA compliance.
- Knowledge of personal computers, including word processing, spreadsheet preparation, hydraulic modeling, database management, and design drafting with use of AutoCAD/ArcGIS.
- Knowledge of federal, state, county, and local laws, ordinances, standards, and regulations pertinent to design, construction, and sustaining regulatory compliance pertaining to infrastructure improvements, water, wastewater, and storm water operation.
- Skill in using Office, department software, and AutoCAD/ArcGIS.
- Ability to perform detail-oriented work involving written and numerical data including calculations.
- Ability to design, read, and interpret engineering plans and specifications.
- Ability to analyze complex civil engineering plans and make the necessary changes to improve, resolve problems, and draw sound conclusions.
- Ability to communicate clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, consultants, contractors, vendors, other public agencies, and the general public.
- Ability to train others in the assigned area.
- Ability to deal with competing priorities and varied responsibilities.
- Ability to work efficiently and effectively to develop win-win solution.
- Ability to evaluate the impact of alternative courses of action and evaluate circumstances of an innovative, new, or unprecedented nature.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks. Involves various other intermittent physical activities that include, but may not necessarily limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve some lifting, carrying, pushing, and pulling of objects and materials of light to moderate weight.

TBD

WORKING CONDITIONS

Tasks are performed both in the office setting and outside environment with regular visits to the project or construction sites with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, or pathogenic substances.

The City of Cooper City, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement:

The signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position. The employee is expected to adhere to all policies.

Signature: _____ Date: _____