

# PROJECT ENGINEER

## POSITION SUMMARY

Under managerial direction of the City Engineer, this position is responsible for technical civil engineering work performing a variety of engineering tasks for assigned projects. Incumbent will plan, schedule, predict, and manage all technical tasks to assure proper resources are assigned, and a quality product is delivered from start to finish.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advises the City Engineer in technical, administration, and management of division activities.
- Assists with floodplain administration and related collaboration with the Federal Emergency Management Agency.
- Serves as project manager on engineering capital improvement projects; conducts field work, survey, research, preliminary and final design; determines construction quantities, writes proposals, prepares contract documents and right of way and easement descriptions, and estimates costs; coordinates project among outside agencies, property owners, other city departments and other divisions within the department; prepares reports and memos describing the project; conducts inspections of work.
- Performs inspections and maintains records on federal aid projects.
- Reviews and comments on development submittals.
- Reviews plans for streets, sidewalks, curbs, sanitary sewers, water mains and storm drainage submitted for private developments within the City ensure compliance with regulations and standards; reviews “as-built” plans submitted after construction is completed.
- Prepares engineering designs, plans, specifications and cost estimates for the construction of streets, sidewalks, curbs, sewers, water mains, storm drains and the like; participates in public hearings, right of way acquisitions, finalizing plans, and drafting specifications.
- Drafts memos for City Commission consideration.
- Advise the City Engineer in reviews and modifications of various ordinances.
- Participates in master planning of infrastructure needs for the City.
- Answers inquiries and complaints from the public regarding City of Dickinson infrastructure.
- Provides information to and works with architects, engineers, contractors, developers and the like to ensure adherence to proper standards and codes.
- Performs other duties of a similar nature or level as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of professional civil engineering principles, practices and methods applied to public works construction.
- Knowledge of design principles, strength of materials, and stress analysis required in planning construction projects.
- Knowledge of suitable computer applications to engineering projects.

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- Knowledge of construction standards and regulations.
- Knowledge of maps, deeds, plats and plans.
- Ability to prepare accurate plans, specifications, cost estimates and engineering reports.
- Ability to operate personal computers and computer aided drafting processes.
- Ability to maintain a variety of technical records and adapt records systems for computerization.
- Ability to make accurate engineering computations and drawings.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, engineers and contractors and the general public.
- Ability to operate surveying equipment in the field and to maneuver on foot around construction sites, on uneven terrain.

## QUALIFICATIONS

### **Education and Experience:**

- Bachelor's Degree in Civil Engineering
- One to five years of experience in professional Civil Engineering preferred
- Or an equivalent combination of training and experience that would be expected to lead to registration as a Civil Engineer in the State of North Dakota.

### **Special Requirements**

- Valid Driver's License, ability to obtain ND Driver's License within 90 days of hire.
- Registration as an Engineer-in-Training in the State of North Dakota – at hire.
- Must be a Licensed Professional Engineer in the State of ND within 5 years of meeting the requirements defined in the North Dakota Century Code for examination and licensure to take the Professional Engineer exam.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

## WORKING CONDITIONS

- Must regularly talk, hear/listen, see/observe, sit, stand and walk; must regularly demonstrate fine motor skills; must occasionally exert up to 20 pounds of force.
- Work conditions involve some exposure to moderate risk of accident and require following basic safety precautions. Requires prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment.
- Work may require routine travel.

**Classification:** Grade 18

**FLSA:** Exempt; Full-Time

**Approved by City Commission:**