

DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Graduate Engineer DEPARTMENT/DIVISION: Varies

**REPORTS TO: Varies** 

**SUMMARY:** This is the entry-level engineer and is an Engineer in Training. Duties include: performing plan review, reviewing citizen requests, performing studies, and providing technical services to contractors and developers. Work is performed with instruction and direction from higher-level engineers.

#### **ESSENTIAL JOB FUNCTIONS:**

- Responds to a broad range of requests for information, service, concerns, or complaints
  from citizens, businesses, government agencies, and/or other interested parties regarding
  a variety of engineering-related issues. Gathers and analyzes data in order to respond to
  complaints from citizens. Makes recommendations for solutions based on research
  findings.
- Manages assigned projects, which includes: overseeing the design, bidding, and
  construction of projects; participating in the selection of design consultants; reviewing
  plans; coordinating and administering construction bidding processes; administering
  construction contracts; responding to technical project inquiries; approving payments
  within established guidelines; monitoring project budgets; ensuring conformance with
  project timelines and fiscal constraints; and/or, performing other related activities.
- Participates in/on a variety of meetings, committees, and/or task forces to provide technical engineering information based on assigned area of responsibility. Provides expertise by analyzing, reviewing, and critiquing development projects and plans.
- Reviews engineering plans submitted from consultants, surveyors, designers, and/or other
  applicable parties to provide stipulations, informational, technical, and recommendation
  comments, ensuring compliance with applicable City rules, regulations, codes,
  ordinances, and/or other applicable design standards.
- Performs in-house design, detail, and drafting of capital improvement projects.
- Participates in amending, interpreting, and implementing City ordinances and policies to improve and provide a reasonable degree of safety in response to the changing market demands in development.
- Creates, updates, and maintains numerous reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information.
- Provides administrative technical assistance to applicable Boards.
- Designs, draws, and prepares a variety of engineering plans in assigned area of responsibility.
- Performs other duties as assigned.

Graduate Engineer Page 1 of 3

#### SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of civil engineering principles and practices;
- Knowledge of construction principles and practices;
- Knowledge of applicable laws, codes, rules, regulations, and design standards;
- Skilled in reading and interpreting a variety of engineering documents, including blueprints and schematics;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in utilizing AutoCAD, ArcINFO and/or GIS software applications;
- Skilled in designing and constructing engineering documents;
- Skilled in interpreting and comprehending highly technical engineering plans;
- Skilled in applying independent judgment, personal discretion, and resourcefulness to interpret and apply guidelines;
- Skilled in managing projects;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Engineering.
- Must possess a valid Texas Driver's License.
- E.I.T. Certification.

#### **PREFERENCES:**

• None.

### **WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

Graduate Engineer Page 2 of 3

# CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

Graduate Engineer Page 3 of 3