



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.

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.

CONDITIONS OF EMPLOYMENT:

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