



DATE	August 2023
JOB CODE	
FLSA	EXEMPT ADMINISTRATIVE
EEO	

JOB TITLE: Civil Engineer
 DEPARTMENT/DIVISION: Engineering or Building
 Inspection
 REPORTS TO: Varies

SUMMARY: Responsible for performing professional engineering activities in support of civil engineering projects. Duties include managing the design, bidding, and construction of projects and developing design plans to meet City standards. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Analyzes engineering, transportation and public infrastructure associated with commercial development.
- Reviews plans and specifications for residential, commercial and industrial projects for compliance with health and life safety requirements.
- Coordinates the design and issuance of project permits.
- Stays abreast of City, state, and federal codes, ordinances, and/or policies to ensure projects are in compliance.
- Responds to citizen and stakeholder inquiries and concerns.
- Identifies, researches and provides potential solutions to
- 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; authorizing payments to contractors; administering construction contracts; and/or, performing other related activities.
- Participates in/on a variety of meetings, committees, and/or task forces to provide expert-level technical engineering advice and information based on assigned area of responsibility. Provides expertise by analyzing, reviewing, and critiquing development projects and plans.
- Develops and implements engineering plans in assigned area of responsibility.
- 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.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 prioritizing, organizing, and managing multiple projects;
- Skilled in providing customer service;

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Engineering.
- Five years of Engineering Experience or minimum of two years of experience after licensure.
- Professional Engineering (PE) License
- Must possess a valid Texas Driver's License.

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.