



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

|                        |                                 |                           |            |
|------------------------|---------------------------------|---------------------------|------------|
| <b>TITLE:</b>          | Civil Engineer I (Maintenance)  | <b>BAND/LEVEL:</b>        | Prof II    |
| <b>DEPARTMENT:</b>     | Public Works Maintenance        | <b>JOB NO:</b>            | 2890       |
| <b>DIVISION:</b>       | Public Works                    | <b>DATE:</b>              | 08/18/2017 |
| <b>REPORTS TO:</b>     | Manager, Maintenance Operations | <b>FLSA STATUS:</b>       | Exempt     |
| <b>FT/PT/SEASONAL:</b> | Full-time                       | <b>COST CENTER:</b>       | 330        |
| <b>REPLACES:</b>       | Engineering Tech, SR            | <b>LAST REVISED DATE:</b> | N/A        |

---

### JOB SUMMARY STATEMENT:

Provides engineering and technical support to Maintenance Division Supervisors and Field Staff. Assists the Division Manager in overseeing the work of the Maintenance Division to meet acceptable quality standards. Develops plans for maintenance and repair projects assigned to the Maintenance Division and manages their implementation. Assists the Division Manager to supervise and manage the development and technical skill of Maintenance Division staff. Reviews and analyzes work data to develop recommended work plans and funding for Maintenance Division cost centers. Provides leadership for all team-based activities, to include project management teams and task groups. Coordinates engineering-related activities with other Department divisions, City departments, other governmental agencies, etc. Develops project-related briefings and presentations for the Governing Body, City Manager, citizen groups and professional organizations.

---

### DUTIES AND RESPONSIBILITIES:

1. Designs plans, specifications and contract documents for maintenance and repair projects. Conducts site surveys and performs engineering analysis where needed. Attends work coordination meetings. Prepares works plans for field personnel and monitors project progress. Coordinates efforts with other departments and personnel involved with project.
2. Manages assigned projects, directing all project team members and their activities, responsible for managing the project schedule, funding and quality assurance. Prepares preliminary engineering reports and costs. Performs preliminary field survey, gathers all necessary data, and performs engineering analysis. Reviews existing systems, researches design alternatives, and develops cost estimates. Supervises the preparation of drawings, work specifications and procurement of contractual services and/or materials required by the project. Communicates effectively with identified stakeholders, including monitoring project progress and providing regular progress updates.
3. Collaborates in the administration of city policies, ordinances and division work practices related to work assigned under the Maintenance Division. Interacts with consulting engineers, residents, developers and outside agencies to resolve complaints and/ or conflicts associated with the operation, maintenance or repair of city infrastructure.
4. Operates computer software, including ArcMap, Google platform office software, Lucity, and Autocad drawing program. Maintains and analyzes databases to develop informational reports required for planning maintenance activities, expenditure funding and proposing improvements to operational activities. Conducts research and makes evaluations of technical improvement opportunities. Prepares technical reports and proposals related to the effectiveness and efficiencies of division work activities and work techniques.

5. Responds to public requests for information and inquiries regarding drainage, streets, sidewalks, traffic signal, street lights and general engineering information. Resolves complaints and responds to work requests both verbally and in writing. Uses reasoned judgment to review public requests, evaluate options, recommend necessary action, coordinate recommended actions as appropriate and provide communicative responses back to the public. Provides technical support to others engaged in resolving public requests by supplying verbal or written information on engineering principles engineering related analysis pertinent to resolving the situation.
6. Assists in the enforcement and maintenance of Division work rules. Conducts periodic inspection of field work activities and provides observational feedback to Division Supervisors.
7. Oversees the quality and efficiency of Maintenance Division field staff and hired contractors. Assists the Division Manager in developing work performance standards. Compares the Division's work performance and work practices against industry standards, City specification standards and recommended best practices. Prepares reports on recommended improvement opportunities.
8. Executes the Division's collection and retention standards for work management data. Coordinates the use of automated work management systems within the Division and with other Department Divisions. Reviews work report data collected and verifies that the proper information is being recorded and tracked for all maintenance activities within the Division. Prepares special work management reports as assigned.
9. Monitors and promotes job site safety. Conducts periodic technical review of Division policies and observed work practices against current industry standards. Assists Division Supervisors in determining root causes of accidents. Recommends safety program improvements and updates Division safety documents as assigned.
10. Assists the Division Manager with the preparation of budgets, planned programs and special projects. Recommends allocation of physical resources.
11. Represents the Division and the City of Overland Park at various professional organizations, public forums and interagency meetings. May act as the Division Manager in their absence.
12. Aides in the planning and execution of field responses during major emergencies such as storms, floods, and other natural disasters.
13. Participates in the management of snow operations. Performs technical analysis of snow operation activities as assigned. Researches changes in industry practices, evaluates new products and technologies providing summary reports and provides recommendations for improvement opportunities.
14. Assists in the management of fleet maintenance activities. Reviews fleet expenditure and work productivity data to provide reports on the overall effectiveness of fleet activities and to make recommendations on opportunities for improvement. Oversees the Division's management of vehicle computer electronics, such as vehicle locators, snow controllers and vehicle performance reporting. Oversees the technical correctness of prepared specifications for vehicles and custom manufactured vehicle components.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

## GENERAL QUALIFICATIONS

---

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in civil engineering or a related engineering field of study to gain formal knowledge of hydraulic design, hydrology, street design, traffic engineering, structural analysis and design, and other engineering principles and practices.
- Possession of Engineer-In-Training Certification within twelve months of hiring.
- Possession of an appropriate valid driver's license.
- Must maintain an insurable driving record.

### EXPERIENCE:

- None

### SKILLS:

1. Good oral and written communication skills for dealing with the public, contractors and other city officials
2. Intuitive reasoning for deducing causation and developing solutions to nonlinear problems.
3. Mathematical aptitude needed to analyze complex engineering data
4. Computer skills to include knowledge of AutoCAD and expertise with spreadsheet and database software application programs.

### MENTAL REQUIREMENTS:

1. Ability to read and comprehend city codes
2. Ability to analyze complex engineering problems and recommend possible solutions
3. Analytical skills to perform high level mathematical calculations
4. Ability to work under distracting field conditions when surveying or inspecting
5. Understanding of computer hardware and software as it applies to engineering concepts
6. Exhibit diplomacy and judgment when working with citizens, contractors or other public officials
7. Ability to train and guide inspectors, summer interns and other subordinates
8. Abstract and logical reasoning

### PHYSICAL REQUIREMENTS:

1. Ability to lift minimal weight and transport minimal distance
2. Hand/eye coordination to operate surveying equipment
3. Ability to traverse rough terrain
4. Exposure to extreme environmental conditions while surveying or conducting site inspection
5. Ability to travel to field locations
6. Ability to visually review engineering plans and reports
7. Ability to operate PC computer
8. Ability to make and receive phone calls
9. Ability to operate City vehicles
10. Visual stamina and acuity adequate to ascertain measurements
11. Climb, walk, stoop, bend

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.