

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Civil Engineer I	BAND/LEVEL:	Prof II
DEPARTMENT:	Public Works	JOB NO:	2890
DIVISION:	Engineering	DATE:	10/7/14
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 311

REPLACES: Civil Engineer I

DATE: 5/13/05

JOB SUMMARY STATEMENT:

Manages the design and construction of thoroughfare, street, bridge, storm sewer and maintenance projects with primary emphasis on storm water maintenance and improvements. Prepares plans, specifications and contract documents for engineering projects. Administers Overland Park Municipal Codes 15.09 relating to storm water detention. Operates computer software to assist in the administration of Overland Park Municipal Codes. Responds to citizen inquiries. Assists in the operation and maintenance of the flood warning system.

DUTIES AND RESPONSIBILITIES:

1. Prepares plans, specifications and contract documents for engineering projects that comply with Overland Park Municipal Codes. Surveys the site and performs an engineering analysis for street grades, storm sewer design, and site design. Attends public meetings. Prepares construction plans. Supervises Engineering Technicians and monitors project progress. Continuously discusses project with affected public, and primary and sub-contractors. Coordinates efforts with other departments involved with project.
2. Directs project team members in performance of their duties to ensure that all design and construction is in conformance with the approved plans and Overland Park Municipal Codes. Provides technical assistance on construction material and acceptability of construction. Meets with inspector and contractor regarding disputes. Reviews city codes and standards.
3. Serves as project manager for 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 technicians in preparing drawings, discusses project with affected residents, and writes report. Discusses project with City Engineer. Presents and explains report to assist the governing body in planning and prioritizing public works projects.
4. Assists in administration of Overland Park Municipal Code 15.09 relating to storm water detention. Interacts with consulting engineers, architects, and developers to clarify requirements. Performs hydraulic studies and provides data to assist in the design of acceptable storm water detention facilities.
5. Operates computer software, including ArcMap, HEC-1, HECRAS, Pondpack, TR-55, HY-8, Lucity, PAVER and office suite software. Maintains database, reviews available hardware and software development to enhance engineering operations. Uses database to develop information required for planning maintenance activities
6. Responds to public inquiries on drainage complaints, streets, and sidewalk requirement and general engineering information. Discusses complaint with residents. Reviews request, requests inspection, evaluates reports, recommends necessary action and responds to inquiry. If required, performs engineering designs to resolve situation.
7. Assists in the operation and maintenance of the flood warning system. Assists in maintaining all office and field equipment, keeps records of maintenance and operation. Assists in training public safety personnel in the system.
8. Organizes, supervises and performs surveying work and construction staking on city projects. Discusses the type of surveying needed. Directs surveying crew and reviews survey results.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be

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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.

10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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, 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. Surveying skills
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 judgement 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.