

POSITION DESCRIPTION

POSITION TITLE: Project Engineer
DEPARTMENT: Public Works
DIVISION: Engineering
FLSA: Exempt
RETIREMENT: KPERS
DATE: October 20, 2021

GENERAL PURPOSE

Performs professional civil engineering work involving supervising, coordinating and administering public improvement projects and programs. Work involves the supervision of staff and participating in the design, planning and scheduling of engineering projects, including overseeing the work of contractors and consultants. This position also oversees the Stormwater Management Program along with studies, writing reports and findings, administration of contracts and meeting with individuals and groups to discuss public works projects.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director. Work is performed with wide latitude for the exercise of independent judgement and action within established policies and procedures.

SUPERVISION EXERCISED

Exercises direct supervision of the Project Manager and GIS Coordinator. Exercises administrative direction over Department Superintendents and other personnel either directly or through subordinate supervisors. May assume duties and responsibilities of the Public Works Director during his or her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Serves as the Project Engineer on public improvement projects. Works with the City's Project Manager to review, coordinate and oversee the work of consultants and contractors and prepares project schedules, monitors progress, and finalizes projects.
- Reviews and approves construction plans, specifications, designs and related documents submitted by private sector design professionals involving public improvements. Evaluates engineering designs by applying accepted engineering principles to specific construction proposals to determine conformance with City of Leavenworth Standard Specifications and engineering best practices.
- Reviews and updates our Stormwater Management Program and works with staff to ensure we remain in compliance with our NPDES permit.
- Directs, coordinates and reviews professional consulting firms' work in the preparation of various studies and reports.
- Acts as a consultant to other city departments concerning engineering related problems. Conducts research as necessary to fulfill these obligations.
- Confers with contractors, consultants and architects to resolve technical issues and approves or rejects change orders or design modifications.
- Inspects construction sites to ensure the correct application of all policies, specifications, plans, maps, and other documents related to the project. Provides professional engineering advice as required on all construction projects.
- Prepares plans for smaller scale street, sewer and drainage projects including roadway and/or intersection design, geometric design, pavement design, incidental construction design; tabulates quantities and prepares cost estimates; writes and evaluates pertinent special and technical conditions and prepares contract documents.
- Coordinates City responsibilities on federal-aid construction projects, ensuring that plans comply with state standards and specifications; plans are available when needed; and that projects are completed on schedule.
- Select, train, motivate and evaluate personnel through formal and informal performance reviews; provide management, supervision and direction, including delegating and assigning projects and tasks to subordinates;

provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Compose, prepare and review a variety of documents including technical reports and letters, memoranda, specifications, proposals and other related correspondence.
- Attends public hearings and prepares and delivers presentations on behalf of the City for major public works projects in order to answer citizens' questions; responds to inquiries from public officials and citizens.
- Reviews right-of-way descriptions and provides assistance to appraisers and legal advisors for the acquisition of rights-of-way.
- Provide staff support to a variety of boards and commissions as assigned; attend and participate in professional group meetings; stay abreast of new trends and innovations in the appropriate professional fields. Attends and participates in City Commission, Sidewalk Committee and other meetings as requested.
- Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage while ensuring timely completion of accident reports and investigations, review of safety procedures, identification of needs and presentation of in-service and remedial training regarding safety. May function as division Safety Officer.
- Performs other duties as requested.

PERIPHERAL DUTIES

- Assists with review, development and execution of Capital Improvement Projects and long term infrastructure maintenance plans.
- Manage and participate in the development and administration of the Public Works Department annual budget relative to assigned operations and services; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; oversee purchasing processes for department.
- Assist in the preparation of specifications for new equipment, materials, or services purchased; prepare requests for proposals and participate in selection of professional service providers; manage professional service contracts for divisions and programs assigned.

MINIMUM QUALIFICATIONS

Education and experience:

- (A) Bachelors Degree from an accredited college/university in Civil Engineering or closely related field and a minimum of four years of progressively responsible experience in engineering or related public works field.
- (B) Valid Registration as a Professional Engineer (PE) in the State of Kansas, or ability to obtain within 6 months of hire.
- (C) A minimum of two years of project management responsibility/experience.
- (D) Must possess a valid state driver's license (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of the engineering principles, practices, and procedures as applied to design and construction of Public Works Projects; Knowledge of modern methods, techniques, materials, and engineering and safety standards used in the study, design, and construction of Public Works programs and projects, and of sources of current information relative to public works engineering programs and projects; Knowledge of contract administration and project planning; Some knowledge of applicable City policies, federal, state and local laws, codes and regulations affecting Department activities.
- (B) Skill in the preparation and administration of project budgets; Skill in the coordination of responsibilities of projects performed by private contractors and consultants; Skill in arriving at cost estimates on complex projects; Skill in operating the listed tools and equipment.
- (C) Ability to make sound decisions and use good judgment; Ability to review, interpret and approve or reject plans, designs, specifications, change orders, cost estimates, and invoices; Ability to analyze complex project problems, generate alternatives and formulate recommendations for solutions; Ability to coordinate, analyze, utilize and maintain a variety of reports and records; Ability to interpret and apply federal, state and local policies, procedures, laws and regulations; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with consultants, contractors, employees, supervisors, other agencies and the public.

DESIRABLE QUALIFICATIONS

Previous experience in civil engineering in a municipal Public Works Department.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base, GPS and computer-aided-design software; copier; scanner; fax machine; calculator; motor vehicle; phone; and mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of construction sites or public works projects and/or facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, knee or crouch; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds and seldom lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate and can be noisy in the field.

SELECTION GUIDELINES

Formal application review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, job-related testing, final selection, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date