

## PROJECT ENGINEER

### **SUMMARY:**

Under limited supervision, performs professional engineering services; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Performs professional engineering services for the design of various projects within the City to include paving, drainage, sanitary, street lighting, traffic systems, construction projects, and capital improvement projects.
2. May supervise City staff or outside consultants providing the services of design review, construction, and inspection of projects.
3. Meets with developers, representatives from other agencies, and City staff to resolve issues related to the design and construction of projects to ensure projects meet the requirements of the City's standards and specifications.
4. Performs engineering studies and calculations related to assigned area of responsibility.
5. Manages and monitors contracts with outside consultants and contractors.
6. Reviews and approves construction plans, reports and studies.
7. Meets with, responds to, and resolves community and organizational questions related to design of projects.
8. Authors and edits technical specifications, contract documents, and cost estimates. Performs analysis of costs for projects.
9. Reviews, approves and processes change orders for projects.
10. Prepares status reports on design projects.
11. Reviews and modifies contract documents including schedule of bid items. Evaluates and approves contractor pay requests.
12. Visits construction sites to observe progress and quality of projects under construction projects.
13. Drafts City Commission Agenda Items for management review and approval.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and techniques of supervision, budgeting and project management.
- Knowledge of standard engineering practices.
- Knowledge the principles of mathematics.
- Knowledge of surveying, mapping, cost estimating, construction design, and contract negotiation.
- Knowledge of city standards and specifications for design and construction projects.
- Skill in analyzing complex issues and developing and implementing an appropriate response.
- Skill in interpreting engineering construction plans, specifications and contract documents.
- Skill in responding appropriately to issues and concerns voiced by contractors and the community.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral or written reports and recommendations.
- Skill in assigning and monitoring the work of City staff and monitoring contractors.
- Skill in inspecting construction projects for compliance with specifications and codes.
- Skill in using general office equipment such as computers, fax, copier, calculator and phone.
- Skill in interpreting and negotiating professional service and construction contracts.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, stand, walk, use hands to finger, handle or feel, reach with hands and arms and lift light items (up to 10 pounds). There is occasional need to perform work outdoors with exposure to weather when performing on-site inspections of projects. There is occasional need to climb or balance, stoop, kneel, crawl, or crouch and perform other similar actions

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during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Civil Engineering or related field and Engineer in Training Certificate from the State of Florida, or any equivalent combination of training and experience. A valid Florida driver's license.