

## CIVIL ENGINEER

6470

**Date:** May 2006

**Department/Division:** Engineering

**FLSA:** Exempt

**Reports to:** Senior Civil Engineer

### **PURPOSE OF POSITION**

Under the general direction of the Senior Civil Engineer, performs technical and supervisory civil engineering work in the planning, design, and construction of public works, utility projects, and related work.

### **ESSENTIAL DUTIES OF POSITION (with or without accommodation)**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.*

- Responsible for project management and project estimates of civil engineering plans.
- Designs streets, water systems, and sewer systems.
- Answers questions from staff, contractors, and public regarding construction projects.
- Directs professional and paraprofessional subordinates in the department in the study, development, design and inspection of field work of a variety of engineering projects.
- Supervises the preparation, administration and review of plans, estimates, inspections, reports, contract documents and similar materials for major projects; prepares cost estimates on engineering projects.
- Answers questions from staff, contractors and the public regarding construction projects.
- Assists in preparing departmental budget; prepares C.I.P. budget estimates.
- Directs research studies and compilation of comprehensive reports; prepares various memorandums and letters.
- Designs and prepares plans and specifications and the survey, construction, and inspection of street, airport, bridge, sidewalk, sewer, and related municipal improvements.
- Evaluates cost effectiveness of construction techniques such as asphalt surfacing.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Bachelor's degree and two to five years experience. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

### **MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Abilities**

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

#### **Job Knowledge**

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a variety of public works projects; thorough knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works projects; thorough knowledge of the land and engineering survey systems, methods and techniques; thorough knowledge of the principles, practices and techniques of engineering drafting;

good knowledge of current developments and literature in the field of civil engineering; ability to instruct subordinate personnel in proper work methods and to supervise their work; ability to adapt approved engineering methods and standards to the design, construction and maintenance of a variety of public works projects; ability to establish and maintain effective working relationships with subordinates, associates, representatives of other agencies, municipal officials and the general public; ability to express ideas clearly and concisely, orally and in writing; good physical condition.

**Language Skills and Interpersonal Communication**

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

**Work Environment**

Fifty percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

**Special Requirements**

Possession of a valid Iowa driver's license or the ability to provide reliable transportation. Possession of an Engineer In Training Certificate as issued by the Iowa State Board of Registration for Professional Engineers. Must become registered as a Professional Engineer in the State of Iowa within five years.

*I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.*

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382  
Dated: May 31, 2006