

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: ENGINEER (Job Code 383).**

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#### **GENERAL STATEMENT OF JOB**

Under the general direction of the Director of the Department of Environmental and Engineering Services (DEES), performs professional level work in coordinating the City's engineering activities. Position fields complaints and concerns from the public, and provides resolution where possible. Work is reviewed through conferences and written reports for results obtained.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Provides professional engineering assistance and oversees capital improvement projects; prepares design plans and specifications as needed; monitors new regulatory rulemaking related to municipal engineering and water/wastewater operations and develops recommendations/procedures for compliance.

Interprets City, state and federal laws, statutes, regulations and ordinances related to municipal engineering and utilities operations and maintenance, and provides recommendations for compliance.

Prepares operating permit applications for submittal to various agencies for municipal engineering and utility operations. Completes and/or reviews reports for submittal to regulatory agencies and responds to regulatory requests for information.

Manages and participates in the analysis and review of engineering studies and designs prepared by professional consultants; prepares recommendations and reports for the consideration of technical, professional, and administrative superiors and committees.

Performs plan and permit review for private and public development projects.

Prepares permit and inspection fees from cost estimates and quantity takeoffs; calculates water, wastewater, police, and fire impact fees; calculates storm water utility fees.

Ensures that legally required recordkeeping and monitoring is accomplished for assigned projects.

Performs construction project management for various City (i.e., park development, public facilities construction) and utility projects; develops specifications and cost estimates, issues work authorizations, ensures timely deliverables, serves as liaison between the City and contractors, and approves invoices for payments.

Identifies and develops scope and budget for new capital projects; plans and prepares long-term capital project program.

Performs professional engineering work in the office and field in connection with the development and preparation of engineering plans for typical municipal projects such as roadway construction, storm drainage systems, subdivision improvements, water/wastewater/reclaimed water systems, water/wastewater/reclaimed water treatment facilities, and various other civil engineering activities.

Participates in the preparation of grant applications and in the administration of grant projects either independently or in coordination with other in-house staff.

Responds to citizen questions or complaints.

Represents the Department in meetings and activities involving the City committees and boards, citizens, county, state, and federal governmental agencies; and employees from other departments.

Represents the City by working with other agencies on area-wide projects such as flood management and regional water quality issues, and acts as the City's representative at county, state, and national organizations.

Performs related work as required.

Performs emergency response duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

A Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field is required. A Master's degree may be substituted for one (1) year of experience. At least three (3) years of work experience in civil engineering, particularly in the principles, standard methods and practices of municipal engineering, operation and maintenance of water supply systems, wastewater collection, transmission, and treatment/reuse/disposal systems.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Requires the ability to bend, stoop, twist, climb ladders, walk over uneven, slippery surfaces, and lift and carry objects of light to moderate rate (5 to 15 pounds). Ability to sit for extended periods of time while working with computers or at work stations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of technical materials relevant to engineering and municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

Intelligence: Requires the ability to analyze and interpret a variety of technical information with abstract and/or concrete variables; identify problems, recognize symptoms, causes and alternative solutions; interpret professional periodicals and journals, technical procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; interpret complicated policies, procedures and protocols; apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; and draw conclusions from financial and numerical materials.

**Verbal Aptitude:** Must communicate clearly, efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; utilize algebraic principles and descriptive statistics; utilize principles of integral and differential calculus.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of colors.

**Sensory Requirements:** Must have the ability to perceive and discriminate sounds and visual cues or signals, and have a sense of smell.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Must have the ability to work with and around chemicals; ability to work outdoors in all weather conditions; and ability and willingness to enter and work in confined spaces on an emergency basis.

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

Knowledge of the principles, practices, methods, materials and equipment used in construction, operation, maintenance and repair of a water, wastewater and reclaimed water utility system.

Knowledge of the principles and practices of civil engineering as applied to municipal engineering and operation of public water, wastewater and reclaimed water systems.

Knowledge of federal and state regulations, including knowledge of environmental rules and regulations, permits, etc. and the requirements and procedures for securing grants.

Knowledge of basic principles and practices of cost estimating, budgets, and accounting.

Knowledge of drafting and surveying principles.

Skilled in a high level of verbal and written communication for presentations, training, negotiations, and guidance for a wide variety of audiences.

Skilled in word processing, database, spreadsheet, presentation and selected job specific software applications.

Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, contractors, developers, and the general public.

Ability to draft ordinances and regulation.

Ability to prepare Requests for Proposals and bid specifications, and evaluate proposals.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to make independent decisions quickly under emergency or stressful conditions and work independently.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date