

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB134 Project Engineer I
POSITION #/TITLE: 0280, 1467 Project Engineer I	Adopted: 07-97
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 0028/NB267/Sewer Utility Engineering Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Develops engineering plans, designs and specifications for the City's Engineering Division; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Reviews private development of engineering designs of public works construction in accordance with City and industry standards;
 Develops engineering designs of public works construction projects and activities;
 Develops project cost and materials estimates for current and projected public works activities;
 Develops engineering and construction project specifications defining project needs and parameters;
 Determines project surveying needs and coordinates requirements with survey and design personnel;
 Determines project right-of-way and property acquisition needs and requirements and develops accompanying legal descriptions;
 Reviews and recommends approval or modification of consulting engineering designs, plans and specifications for departmental projects;
 Conducts feasibility studies and field reviews of current and proposed projects to evaluate project need, determine parameters, recommend design features and modifications and prepare preliminary project costs;
 Coordinates utility location, easement and construction activities with utility representatives;
 Prepares documentation and obtains required construction permits;
 Serves on ad-hoc committees as required;
 Develops and delivers presentations and attends meetings, conferences and workshops;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of engineering principles and practices;
Comprehensive knowledge of the fundamentals of engineering design;
Thorough knowledge of public works construction project materials and methods;
Thorough knowledge of computer applications for engineering, design and mapping;
Ability to interpret and develop engineering plans and specifications;
Ability to communicate effectively and maintain working relationships with engineering managers, contractors, consulting engineers, other City employees and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering; and
Considerable experience in public works project engineering design and construction; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensure as a Professional Engineer issued by the State of Iowa or if issued by another state, the ability to obtain within 6 months.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
Sufficient manual dexterity, which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility, which permits the employee to inspect engineering and construction projects, including sites characterized by trenching and rough terrain.