

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB135 Project Engineer II
POSITION #/TITLE: 0028, 0682 Project Engineer II	Adopted: 07-97
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
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): Exempt (Salaried)
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 and directs the development of engineering plans, reports and studies; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. The Project Engineer II classification is distinguished from the Project Engineer I classification by the increased complexity and diversity of engineering plans, less peer review and reports developed by individuals in this classification. On a project basis, gives direction to Civil Engineers or other Engineering staff.

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, plans, specifications and contracts for the construction of public works projects;
 Prepares feasibility studies for requests for services and technical assistance from City Departments, community groups and the public to determine available resources and scope of Engineering Division involvement;
 Evaluates acceptable service requests, develops options and recommends engineering actions;
 Collects and analyses data and develops construction and engineering reports for current or planned public works projects;
 Negotiates contracts for and reviews and manages the development of consulting engineering designs, plans and specifications;
 Leads pre-construction meetings;
 Conducts field reviews of current and proposed projects to determine project scope, needs and projected resources;
 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 public works construction project materials and methods;
Comprehensive knowledge of the fundamentals of engineering design;
Ability to plan, develop and interpret construction plans and specifications;
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 or other related field; and
Extensive 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.