



ENGINEER I

Engineering Division

This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Assistant City Engineer, performs technical work for the Engineering Division relating to engineering design, plan review, construction observation, and stormwater management.

ESSENTIAL JOB FUNCTIONS

- Performs design work and reviews design work done by consultants; solves engineering and technical problems as required;
 - Assists in the development of designs, perform surveys and construction inspections for the installation of storm and sanitary sewer, water mains, street paving, bridges, sidewalks and other public works projects;
 - Creates and edits engineering drawings utilizing AutoCAD Civil 3-D;
- Makes preliminary estimates of work and material required for public works projects;
- Assists in traffic engineering investigations, studies and surveys to determine the need for and application of traffic control devices and assure that traffic control devices are properly installed at construction sites;
- Assists in the inspection, documentation, and archiving of subdivision development;
- Makes field inspections to ensure proper quality and quantity of work;
- Ensures adherence to safety standards;
- Works with other divisions reviewing subdivision plans and building permits for engineering features;
- Coordinates and assists in development of design standards, standard specifications, permitting procedures and standards relevant to the Engineering Division;
- Prepares or contributes to grant proposals for construction projects and oversees administration of grant funds;
- Develops, implements and maintains a stormwater management program, to include erosion and sediment control ordinances for compliance with the Clean Water Act;
- Reviews on-site storm water pollution prevention plans to ensure compliance with federal and state regulations and makes appropriate recommendations;
- Inspects and monitors construction projects, earth disturbance activities, and post construction facilities to ensure conformance with federal and state regulations; address and enforce violations, including issuing citations to violators;
- Maintains precise records regarding locations, inspections, observations, and other information critical to stormwater management in accordance with applicable laws; input data and maintain databases for programs managed; generate and prepare reports;
- Performs other duties as assigned.

JOB STANDARDS/SKILLS

- Bachelor's degree in Civil Engineering, Construction Engineering, or Construction Management required;
- Bachelor's degree in similar engineering fields will be considered;
- Two to Four years of progressively responsible experience in the field of Civil Engineering or Construction preferred;
- Ability to obtain a professional Engineer's license within one to four years is preferred;
- Must have a valid Nebraska Operator's license;
- Basic understanding of construction practices with regard to grading, streets, water, wastewater, and storm sewer systems and distribution;
- Knowledge of construction drawings, land descriptions, specifications, permits and monitoring requirements;
- Knowledge of various construction methods and procedures; and pertinent Federal, State and local laws, codes and regulations;
- Knowledge of a variety of computer applications including: Google Earth, Outlook, and Microsoft office 360;
- Knowledge of AutoCAD, AutoCAD Civil 3D, Bluebeam, and ArcGIS is a plus;
- Ability to maintain the City's stormwater management program;
- Ability to establish and efficiently maintain precise records regarding locations, inspections, observations, and other information critical to construction projects and stormwater management;
- Ability to communicate effectively verbally and in writing;
- Ability to solve problems and-work independently with minimal supervision and under tight deadlines;
- Ability to establish and maintain an effective working relationship with City officials, employees and the general public;

JOB LOCATION

309 N 5th Street
Norfolk, NE 68701

EQUIPMENT

Personal computer and related software, printer, copy machine, fax, calculators, telephone; use of City vehicle.

NON ESSENTIAL FUNCTIONS

As assigned.

PHYSICAL DEMANDS

KEY:

- N = Never
- O = Occasionally
- F = Frequently
- A = Always

	N	O	F	A
LIFTING			X	
TRANSPORTING			X	
PUSHING			X	
PULLING			X	
CLIMBING			X	
BALANCING			X	
STOOPING			X	
KNEELING			X	
CROUCHING			X	
REACHING			X	
HANDLING			X	
FINGERING			X	
FEELING			X	
TALKING				X
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X
DEPTH PERCEPTION				X
COLOR VISION			X	
FIELD OF VISION				X
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER			X	
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID			X	
NOISE INTENSITY LEVEL			X	
VIBRATION		X		
ATMOSPHERIC CONDITIONS			X	
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION		X		
EXPLOSIVES		X		
TOXIC/CAUSTIC CHEMICALS		X		
CRT EXPOSURE			X	

POSITION:

STANDING: 25%
WALKING: 35%
SITTING: 35%

CONTROLS:

HAND-ARM: 65%
FOOT-LEG: 35%

STRENGTH LEVEL: 50lbs