



**PROJECT ENGINEER  
JOB DESCRIPTION**

JOB TITLE: Project Engineer	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Village Engineer
PAY GRADE: 136	DEPT: 3900 Engineering	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs professional, responsible engineering and administrative work in the design, review and management of assigned capital improvement and private development projects. Performs related work as required.

**SUPERVISION EXERCISED:** None. Work is performed under occasional supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs professional engineering and administrative work as required to support department projects and programs.
- Designs assigned capital projects, water distribution and wastewater collection improvements.
- Performs AutoCAD design and drafting.
- Serves as project manager on assigned projects. Develops plans and specifications and prepares periodic project status reports.
- Performs field inspections of assigned projects.
- Assists in the preparation and administration of project budgets.
- Provides instruction and guidance to technicians and inspectors on specific assignments.
- Receives and responds to inquiries, concerns and complaints from employees, officials, agencies and the general public regarding department activities and projects.
- Coordinates and performs engineering review, certification, and approval for development plans; ensures compliance with applicable Village codes.
- Provides technical management of the implementation of the comprehensive plan as it relates to the transportation, public improvements and conservation elements.
- Coordinates the bid process up to and including contract award.
- Coordinates the platting process.
- Coordinates compliance with FEMA rules and regulations.
- Receives, reviews/certifies, prepares, submits various records and reports – land surveys, construction plans, site plans, drainage reports, stormwater studies, permits, subdivision plats, deeds, maps, legal descriptions, agenda items, mitigation reports, memos, correspondence, etc.
- Interacts and communicates with various groups, co-workers, officials, developers, engineers, contractors and the general public.
- Attend council meetings when Village Engineer is unable to attend.

**OTHER DUTIES:**

- Performs administrative duties as required such as attending meetings.
- Responds to emergency calls as needed.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**Education and Experience:

- Bachelor's degree in civil or environmental engineering; and
- Minimum of four (4) years of experience in engineering design; or
- Any related combination of education, training and experience that provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

- Comprehensive knowledge in all areas of civil engineering and construction, transportation planning, stormwater management, water, sewer, collection and distribution system, regulation of private and public development, etc. as applied to municipal public works projects and programs.
- Knowledge of applicable occupational hazards and safety precautions.
- Ability to work independently with little to no supervision and analyze and critically evaluate the best solution for a design problem or goal.
- Ability to draw construction plans accurately with the ability to certify drawings and calculations
- Ability to understand basic concepts of land conveyance, easements, legal descriptions, legal documents, applicable codes and regulations, and the bidding process.
- Ability to operate a motor vehicle to perform field inspections.
- Ability to use AutoCAD and GIS applications, read and interpret surveys and construction plans and perform minor field surveys.
- Ability to supervise and coordinate multiple projects; ability to plan, organize and prioritize assignments to meet set goals and timetables.
- Ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, contractors, officials, engineers and the general public.
- Ability to effectively meet with citizens and co-workers to work on projects and handle customer complaints.
- Ability to communicate effectively and professionally, both orally and in writing.

**SPECIAL REQUIREMENTS:**

- Must possess a Professional Engineer license from the State of Florida
- Valid Florida State driver's license, or the ability to get one by date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to operate motor vehicles when performing job site inspections. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor.

The employee must be able to exert up to 5 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, and must be able to lift and/or carry up to 20 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires motor coordination and manual dexterity as well as the ability to inspect items for proper size/shape and to differentiate between shades of color.

**TOOLS & EQUIPMENT USED:**

Motor vehicle, Auto CAD, GIS, computer, printer, copier, engineer's scale, calculator, survey equipment, telephone, maps, blueprints and other related equipment.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is generally quite while in the office, and moderately noisy or loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, background and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created: ~~December~~12-99-1999  
Revised: ~~June 15, 2006-15-06~~  
Revised: ~~October 29, 20010-29-08~~  
Revised: ~~July~~19, 207-19-11  
Revised: ~~January 18, 201-18-12~~  
Revised: ~~11-27-13~~November 27, 2013  
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