



**VILLAGE ENGINEER  
JOB DESCRIPTION**

JOB TITLE: Village Engineer	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 155	DEPT: 3900 Engineering	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs as primary engineering professional with direct responsibility for Department of Engineering and GIS. Upper level management position; coordinates Village Capital Improvement Program.

**SUPERVISION EXERCISED:** Project Manager, Project Engineer, GIS Manager, Project Construction Coordinator, Administrative Assistant II or III, and contractual personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates and processes engineering review including but not limited to proposed plats, site plans, water and wastewater systems, paving, drainage, construction and landscape improvements.
- Prepares engineering design plans and specifications for in-house projects to be completed by staff and/or contractors, and to insure conformance with Village Code of Ordinances, South Florida Building Code and established engineering practices.
- Provides supervision and technical assistance in department services and projects.
- Manages contracts for capital improvement projects; coordinates bid process, follows proper procurement procedures, and creates, when necessary, council agenda items for council approval. Oversight and direction of grant applications and funding.
- Works with legal staff to ensure contracts, bids, and awards are properly and adequately addressing all Federal and State requirements, as well as liability insurance limits, and are updated as needed.
- Prepares budgets and work schedules. Makes recommendations for organizational staff changes to Village Manager.
- Visits active work sites for progress reports, on site meetings, change orders, etc.
- Develops and revises standard design and construction specifications for Village road, utility, drainage and irrigation systems. Works closely with Building, Planning and Zoning, and Public Works when needed.
- Prepares and delivers reports and studies regarding proposed or active projects to Mayor and Council, Village Manager, contractors and others as needed.
- Investigates complaints and requests for services; meets with employees and the general public. Investigates and addresses employee/employment issues in coordination with Human Resources. Approves disciplinary actions prior to any delivery to an employee.

- Ensures a department safety program is in place, and routine safety measures are being performed. Alerts Risk Management of any safety issues, claims, training requests, and assists or assigns staff to assist in investigations as needed.
- Responsible to submit biweekly payroll, and ensure managers are reviewing payroll for errors, discrepancies, and accuracy. Approves time off requests in a timely manner prior to the close of the pay week
- Conducts and reviews departmental performance evaluations and consults with Human Resources for Performance Improvement Plans when needed.
- Reviews applications, conducts interviews, and makes final hiring decisions with Village Manager approval.
- Acts as a liaison with other governmental agencies and developers. Regularly attends meetings, seminars, or webinars to stay current with other agency regulations and requirements.
- Maintains and promulgates standard operating procedures in accordance with Village policies and procedures.
- Manages use of Village right of ways and flood plain management. Maintains an active flood plain license and represents the Village in meetings with the County and or State in regards to flood plain management.
- Village liaison with State and County officials regarding emergency management activities. Is the EOC/Infrastructure Incident Commander for impending or declared emergencies for the Village. Coordinates with other agencies during Emergency Operations and is responsible for all coordination of all staff for all emergency management on behalf of the Village Manager. Must be available to report to work and may be required to report to the EOC for overnight stay.
- Ensuring the Village Emergency Management Plan (VEMP) is regularly updated and amended as needed.
- Provides or has staff provide accurate and timely information to the Public Information Specialist regarding Village Capital Improvement Projects, progress or delays, roadway information, or other pertinent information such as alerts, warnings, emergency related news.

**OTHER DUTIES:**

- Attends meetings and conferences, including Council meetings and other public meetings.
- Works with contractors on various projects.
- Responds to emergency calls and assigns personnel as needed.
- Will run the day to day operations of the Village in the absence or incapacitation of the Village Manager.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree in Civil Engineering;
- Prefer ten (10) years of progressively responsible experience in field as civil engineer;

- Considerable experience in utilities, public works, land development regulations and capital projects management.
- FEMA/NIMS ICS required training for Incident Commander
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of practices and principles of professional civil engineering.
- Thorough knowledge and ability to apply the laws and requirements related to the engineering function within a Florida municipality.
- Demonstrated municipal professional engineering experience at progressively responsible levels, including project management and personnel supervision.
- Demonstrated ability to plan, schedule and complete multiple projects and objectives; ability to establish long and short term programs.
- Considerable analytical skills; ability to solve problems, exercise sound judgment and initiative; ability to work independently.
- Ability to establish and maintain effective working relationships with other employees, developers, agencies, public officials and the general public.
- Ability to effectively meet with citizens and handle customer complaints.
- Ability to communicate effectively both orally and in writing; ability to make public presentations.

**SPECIAL REQUIREMENTS:**

- Registration as a Professional Engineer in Florida.
- LAP Certified or ability to be LAP Certified within two years.
- Certified Flood Plain Manager or ability to be certified within 1 year.
- 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.

**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, be able to rotate neck, and reach overhead with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl in performing light manual labor and drive a vehicle for job site inspections or meetings.

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 40 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, AutoCAD/engineering software, computer, printer, scanner, laserfiche, copier, engineer's scale, calculator, survey equipment, telephone, maps, blueprints, MS Office, ProjectDox, specialty programs, 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 hot, wet, and/or humid conditions, cooler outside temperatures, possible toxic or caustic chemicals, and uneven grounds such as work sites or grassy areas. The noise level in the work environment is generally quiet 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, reference, DMV, and criminal 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.

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