



VILLAGE ENGINEER JOB DESCRIPTION

JOB TITLE: Village Engineer	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Village Manager
PAY GRADE: 154	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 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.
- Manages contracts for capital improvement projects; coordinates bid process.
- Conducts and reviews departmental performance evaluations.
- Prepares budgets and work schedules.
- Develops and revises standard design and construction specifications for Village road, utility, drainage and irrigation systems.
- Prepares and delivers reports related to assigned projects and services.
- Investigates complaints and requests for services; meets with employees and the general public.
- Coordinates activities with other departments; acts as a liaison with other governmental agencies and developers.
- Maintains and promulgates standard operating procedures in accordance with Village policies and procedures.
- Provides supervision and technical assistance in department services and projects.
- Manage use of Village right of ways
- Village liaison with State and County officials regarding emergency management activities.
- Updating and amending the Emergency Operations Manual as needed.
- 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.

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.
- 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.
- 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.
- 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 must be able to sit for extended periods of time at a desk and 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 is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move 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. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Computer, calculator, survey equipment, telephone, pager 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 frequently 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, reference, 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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