

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Engineer I  
**DEPARTMENT:** Utilities & Engineering  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs intermediate-level professional work in engineering and project management functions related to the planning, design, review, construction, operation, maintenance, and inspection of public facilities and private developments within the Utilities and Engineering department. Reviews plans for the construction of traffic, water, wastewater, stormwater, paving, grading, drainage, and landscape improvements. Responsible for field oversight of construction projects. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates and meets with other departments, governmental agencies, consultants, developers, and contractors on engineering related issues including planning, design, permitting, certification, and construction of public and private projects
- Oversees code conformance in the construction of projects and performs construction inspection
- Reviews, processes, and approves site and engineering plans, engineering building permits, sustainable development applications, water and wastewater agreements, and various types of bonds to ensure conformance with City, county, and state code standards pertaining to the design and construction of traffic, water, stormwater, sewer, paving, grading, drainage, and landscape improvements
- Assists and meets with residents/developers/engineers regarding engineering related issues such as water/wastewater/stormwater connections, traffic calming studies, paving, grading, drainage, and landscape improvements
- Assists in the design and preparation of plans, technical specifications, cost estimates, plan take offs and county and state permitting for City projects; tracks progress of such projects
- Performs other duties as assigned and/or required

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### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering, environmental engineering, or closely-related field; supplemented by a minimum of two (2) years' experience in engineering design; an equivalent combination of education, certification, training, and/or experience may be considered. Engineer in Training Certification is preferred.

Must have a valid Florida driver license Class E or higher.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of standard engineering terms and concepts
- Intermediate knowledge of Microsoft Office products (Word, Excel, and Outlook)
- Skill in the use of AutoCAD, GIS and ArcView design software
- Skill in providing good customer service
- Ability to read and interpret contracts, specifications, cost estimates, quantity takeoffs, plans, and shop drawings
- Ability to conduct research independently
- Ability to perform engineering calculations
- Ability to make decisions in accordance with City/department policies
- Ability to read, interpret and explain ordinances, codes, agreements and related documents
- Ability to quickly and independently learn new software
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date