

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Engineer
DEPARTMENT: Utilities & Engineering
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is a mid-level supervisory position, which is responsible for professional engineering review of proposed plats, site plans from developers, outside agencies and the City to ensure conformance with the City Code of Ordinances, South Florida Building Code and established engineering practices. Functions also include but are not limited to water, wastewater, paving, transportation, drainage review, design and construction project management. Employee applies knowledge of engineering practices in establishing objectives and carrying out work assignments. Employee is required to exercise initiative and sound judgment in review, planning, scheduling and completing assignments in an independent manner. The position requires strong communications skills, both written and verbal. Reviews work of subordinates for completeness and accuracy. Reports to the Director of Utilities and Engineering or designee.

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.

- Maintains engineering analyses (e.g. pump calculations, mapping, etc.) and water and wastewater capacities (ERUs)
- Monitors City-wide compliance with all engineering codes, and related federal, state, and local laws, regulations
- Plans, coordinates, and processes engineering review of proposed plats, site plans, water and wastewater systems, paving, drainage, transportation/traffic, construction, landscape improvements, etc. and approves site plans and water and wastewater agreements
- Attends Development Review Committee (D.R.C.) meetings
- Participates in long term planning for utilities, transportation and storm-water
- Assists in design and preparation of plans, specifications, cost estimates, etc. for City in-house or out-sourced construction projects
- Coordinates review, permitting and approvals of plans/projects with appropriate regulatory agencies
- Performs monitors and plans engineering inspections
- Manages aerial utilities underground project
- Assigns workloads and establishes work schedules; directs and supervises

CITY OF COCONUT CREEK JOB DESCRIPTION

duties of assigned personnel, prepares and reviews job performance, evaluates training needs, and makes recommendations as appropriate

- Prepares budgets and administers program funds
- Seeks, applies for, and manages grants and drafts resolutions and agreements with other government agencies for commission approval
- Receives, reviews, and/or submits various records and reports
- Coordinates bid advertisements, preparation, and distribution of plans and specifications, holds pre-bid and pre-construction conferences, evaluates bids, and prepares agenda items for award of contracts
- Prepares and monitors FEMA's Community Rating System reports and assists with Floodplain Management duties
- Prepares and monitors EPA's National Pollutant Discharge Elimination System reports
- Assists in selection of consultants and monitors their services; coordinates the design and construction/rehabilitation of department projects with all outside agencies and other City departments
- Represents the department in City initiatives, makes presentations as needed, and interacts with residents regarding complaints and requests; investigates complaints as needed
- Responds to emergencies and takes corrective action where appropriate
- Punctuality and regular attendance are essential functions of this position.
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in civil engineering, environmental, building engineering, or closely-related field; supplemented by five (5) or more years' progressively responsible experience in public works/utilities or engineering construction which included three (3) years of supervisory responsibility; equivalent combination of education, certification, training, and / or experience may be considered.

Must have a valid Florida driver license, Class E. Must be certified as an Engineer Intern (EI) with the State of Florida. Professional Engineer (PE) license in the State of Florida is preferred.

Experience in plan design and review and contract administration is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard engineering terms and concepts
- Knowledge of State of Florida codes rules and regulations related to construction and engineering
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook) , design (CAD), and Geographic Information System (GIS) software
- Skill in providing good customer service
- Ability to plan, coordinate, and inspect the work of subordinates and outside contractors

CITY OF COCONUT CREEK JOB DESCRIPTION

- Ability to read and interpret contracts, specifications, site plans, blueprints, and shop drawings
- 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 work independently under minimal supervision
- 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 coordinate engineering requirements with operational needs and concerns
- 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). Usually involves 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 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.

SENSORY REQUIREMENTS:

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

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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.

Job Title

Name (print)

Employee Signature

Date