

TOWN ENGINEER

GENERAL DESCRIPTION:

Highly responsible administrative and professional work direction the functions and staff in the development design, construction, and implementation of municipal and capital projects.

SUPERVISION RECEIVED/ EXERCISED:

Work is performed under the administrative direction of the Town Administrator.

ESSENTIAL JOB FUNCTIONS:

Supervises staff responsible for the preparation of a variety of estimates, designs, and specifications for a variety of capital improvement projects conducted by in-house staff and consultants.

Prepares engineering plans and specifications for various in-house new construction and repairs including preparation of permit applications for various permitting agencies.

Investigates and takes corrective actions on drainage, paving, traffic and lighting complaints.

Provides technical engineering assistance to other departments as directed by supervisor.

Serves as project engineer on capital improvement projects.

Coordinates the activities of Town, State and Federal agencies as well as contractors and other municipalities.

Meets with citizens and community groups and appears before Town Council and advisory boards as necessary.

Manages complex grant projects including CDBG, managing payment and reimbursement schedules.

Participates in damage assessment following storm events.

Reviews and approves subdivision, site and construction plans, and specifications for code conformance to established departmental standards, policies and sound engineering principles.

Prepares project updates and five year capital improvement plans for approval by Town Council.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs all other related duties as assigned. 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.

ESSENTIAL MINIMUM QUALIFICATIONS: (Education and Experience)

Graduation from an accredited college or university and possession of a civil engineering degree and five (5) years of experience; two (2) years of which must have been in the administrative and supervisory capacity.

Possession of a valid Professional Engineering (P.E.) license issued by the State of Florida.

Valid Florida Driver's License.

ESSENTIAL KNOWLEDGE, ABILITIES AND SKILLS:

Comprehensive knowledge of modern practices, techniques, methods, procedures, and principles of engineering.

Thorough knowledge of the care and use of all types of engineering equipment and instruments.

Ability to manage people; resolve technical and personnel problems; and communicate effectively both orally and in writing.

Knowledge of the principles and practices of personnel and finance administration.

Ability to plan, direct, supervise, coordinate, organize and inspect engineering department activities and plans.

Ability to prepare technical reports, estimates, and construction and cost records.

Ability to plan, assign, and instruct work of technical personnel.

Ability to address public and private groups on subjects relative to engineering administration.

Ability to establish and maintain effective relationships with employees, city officials, and the public.

Skills in management and technical engineering.

NECESSARY SPECIAL REQUIREMENTS:

May require announced or unannounced overtime work* and the ability to respond to call-out work during non-working hours or emergencies on a twenty-four (24) and seven (7) day a week.

TOOLS AND EQUIPMENT USED:

Motor vehicle, personal computer, calculator, telephone, copier.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office/equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, talk, hear, and use repetitive motions of the wrists, hands and/or fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds and occasionally more than 45 pounds, raising objects from lower to higher positions, and moving objects from lower to higher positions, and moving objects horizontally from position-to-position.

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 inside and outside in various weather conditions. The employee occasionally works in high (up to 40ft), precarious places and is occasionally exposed to fumes, noise, electrical energy, odors, slippery surfaces, uneven surfaces, wet and/or humid conditions, extreme cold, extreme heat, and vibrations. The employee may be occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate; a standard business office with equipment running.

SELECTION GUIDELINES:

Evaluation of education and experience; oral interview; other job related assessments may be required.