

CIVIL ENGINEER I

FLSA STATUS – Exempt

DESCRIPTION OF WORK

Under general direction of the Public Works Director, coordinate with various city departments, contract engineers, contractors and general public in the design, construction, and project management of municipal projects. Perform routine functions which require application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks. Applicability of the personnel policy is limited by section 1.4 of the personnel policy manual and vacation shall accrue as per section 4.3 (8) and sick leave shall accrue as per section 4.2 (E) of the personnel policy manual. Because the Civil Engineer I is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Responsible for the planning, designing, and construction of structures and facilities, such as buildings, roads, airfields, dams, tunnels, water supply, and sewage systems. This position is also responsible for the engineering aspects of environmental health systems and urban planning or renewal. Work includes reviewing reports, plans and specifications submitted to the City and determining compliance with City codes, ordinances, and policies for developments and platting. Typical specializations are structures, hydraulics, transportation systems, sanitation, water utility systems, airports, transportation systems, city planning, environmental protection, construction, irrigation and drainage, etc. Typically this position applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes. Communications, both verbal and written with developers, contractors, council members, commissions, boards, and public regarding project reviews and construction. Work also includes attending meetings for project designs, planning and Council meetings to discuss projects and challenges within the City. Other duties as assigned.

QUALIFICATIONS

Considerable knowledge of grammar, spelling and punctuation;
Ability to establish and maintain effective working relationships with employees and citizens;
Ability to handle sensitive situations with tact and diplomacy;
Ability to communicate effectively both orally and in writing;
Ability to prioritize work;
Skill in the use of personal computers including related word processing software, excel, and geographical information systems.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to lift and carry up to 40 pounds;
Ability to stand, walk, sit, reach, grasp and perform similar body movements;
Ability to talk and hear in person and by telephone;
Ability to see and read instructions, documents and figures on a computer screen.

EXPERIENCE AND TRAINING

Education: Requires a bachelor's degree in Engineering

Experience: At least 2 years of progressively responsible engineering experience.

License: Be a registered Professional Engineer in Wyoming or be able acquire this license within 6 months from date of hire.