

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 645**

**CITY ENGINEER**

**GENERAL**

Highly responsible professional and managerial work directing engineering design and construction related to land development and municipal engineering. Work is performed under administrative supervision in the Engineering Department.

**EXAMPLES OF ESSENTIAL DUTIES**

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Supervises and directs the Engineering Division of Public Works Department.
- Supervises, trains, motivates, and evaluates all of the employees in the Engineering Division.
- Responsible for the maintenance of records and review of site plans, plats and other engineering plans.
- Prepares annual Capital Improvement Plan and Division Budget.
- Oversees all Engineering and Project Management and Inspection services for all Capital Improvement Projects as well as all in-house construction and repair projects.
- Oversees in-house drafting for other departments as well as map preparation (both utility and plat maps).
- Oversees all right-of-way and easement acquisition and abandonments.
- Prepares applications for underground storage tank and hazardous materials and coordinates with Broward County Department of Natural Resource Protection.
- Prepares project design and project management for Capital Improvement Projects.
- Prepares purchase orders, pay requests, change orders, and commission agenda items and other project related paperwork.
- Prepares engineering plans and specifications for various in-house new construction and repairs including preparation of Permit applications for various permitting agencies.
- Prepares project updates and five year capital improvement plan for approval by City Commission.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles and practices of civil engineering as applied to the city government.
- Knowledge of the principles and practices of engineering, architecture, construction management, and project management as applied to maintaining and updating project cost and schedule estimates.
- Knowledge of the principles and practices of project management and construction contracting.
- Knowledge of engineering principles.
- Knowledge of information management policies, practices, and techniques.
- Knowledge of practices, trends, developments and information sources in the field of construction project cost and schedule estimating.

- Knowledge of government procurement procedures.
- Knowledge of government funding, budgeting, and purchasing requirements.
- Knowledge of accounting principles relative to budget and construction contract adherence.
- Skill in using MS Office and any other software/applications.
- Skill in drafting and giving presentations
- Skill in how to read architectural and engineering drawings on AUTOCAD.
- Skill in using MS Word, Excel, Outlook, and PPT.
- Skill in drafting and confidently giving presentations.
- Ability to develop working plans and solve engineering problems.
- Ability to multitask, organize, and prioritize in a busy environment.
- Ability to meet the public in a mature, pleasant manner.
- Ability to supervise, evaluate, motivate, and train a staff of professional and technical personnel.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Civil Engineering. Prefer Master's Degree in Engineering. Registered professional engineer. Trained in the CAD system. Considerable experience in civil engineering with some in a supervisory role.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Rev** 09/15

**Bargaining** Unit: Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 36/50

**Location:** Engineering Department

**GERS:** Regular Class