

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 645

CITY ENGINEER

GENERAL

Highly responsible professional and managerial work directing engineering design and construction. Work is performed under administrative supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises and directs Engineering Division of Public Works Department.

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, 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.

Ability to develop working plans and solve engineering problems. Ability to supervise a staff of professional and technical personnel.

MINIMUM QUALIFICATIONS

Bachelors Degree in Civil Engineering. Prefer Masters 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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Capable of visiting job sites which requires mobility around construction sites. Ability to climb structures or get in trenches if necessary to make a judgement on construction or material quality. Ability to work in outdoor or indoor environments.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 7/95

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