



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Project Engineer	JOB CODE:
EFFECTIVE:	November 13, 2018	FLSA: Exempt

Summary: Under limited supervision, applies civil engineering knowledge and skills to a variety of engineering projects. Analyzes and interprets engineering construction and planning documents for compliance with City requirements and industry standards. Reviews engineering plans, technical reports, and entitlement documents for capital improvement projects and private development projects. Performs technical work in the field and office including design, land survey, construction permitting, construction inspection, and research. Coordinates with state and federal agencies for compliance reporting. Leads, manages, and coordinates complex capital improvement projects and department operational projects.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. This job description provides a summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Demonstrates superior customer service toward customers and maintains productive working relationships.
- Reviews a variety of plans, such as water, sewer, paving, landscape, street light, grading and drainage, site plans, preliminary plats and final plats as well as water, sewer, drainage and transportation reports; ensures compliance with requirements, governing uniform guidelines, and industry standard practice
- Participates in the review and processing of private development projects; review conceptual development plans for compliance with City requirements for approval, review final development plans to ensure final design is compliant with city standards and practices.
- Participates in the review and processing of Capital Improvement Projects for compliance with City requirements.
- Interprets, applies and enforces the provisions of the City's Engineering Design Standards and Policies and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards and procedures.
- Conducts field/site visits as needed; inspects sites to identify potential construction/design difficulties due to unforeseen conditions.
- Responds to request for information or clarification regarding City policies, procedures or requirements. Provides technical support regarding engineering related topics and issues.
- Coordinates projects with staff, developers, consultants and outside agencies by attending meetings, clearly delivers the City's position to developers. Delivers complete, concise, and well thought out written and verbal technical communication in the form of letters, emails, and presentations. Utilizes an innovative approach to developing solutions considering the needs of all stakeholders.
- Provides technical information, assistance, and expertise to staff, City Council, other City departments, engineers, developers, and others.
- Performs construction inspections and interprets plans and resolves problems during construction as required.
- Performs land survey, entitlement research, and limited project design as needed.

- Maintain relevant technical data and correspondence for projects.
- Ensures all outside agencies have approval and signed off on plans. Ensures all easements and necessary ROW is properly conveyed.
- Reviews engineering calculations and design performed by or under the supervision of a Professional Engineer.
- Prepares or completes various forms, reports, correspondence, activity reports/ design/construction contracts, technical memos, or other documents.
- Manages consultant contracts for various projects and plan/report review or special project needs as required.
- Prepares request for proposals/qualifications, manages the consultant selection process, prepares contracts for outside professional services and construction services, makes recommendations to Supervisor for the project delivery method, attends meetings, reviews plans and cost estimates, makes technical decisions and recommendations to consultants, coordinates with various departments, and prepares plans and specific actions for a variety of capital improvement projects.
- Prepares status reports, and presents project status to supervisor to update Department Director, City Manager and/or Council. Prepares Council Action Forms (COAC) and presents to Council
- Facilitates the advancement of complex projects through various phases of implementation. Plans, organizes, and administers project designs and construction contracts; and monitors process of contracting services, schedules, and meetings.
- Prepares project budgets and schedules
- Meets with City staff, consultants, and other stakeholders to determine project scope of work and requirements to meet and conform to City standards
- Resolves procedural, operational, and other project-related problems and confers with supervisor when development and proposing solutions and implementing solutions.
- Organizes public meetings to solicit input for development/design of projects.
- Communicates with the public to provide proper information regarding planned projects and projects currently underway.
- Performs updates and due diligence on files pertaining to Capital Improvement Projects (CIP), Improvement Districts, utility improvements and expansions and related public works projects.
- Collects data on fire hydrant installation or maintenance assigning and inventory number for reference in an electronic data base.
- Prepares, processes and submits required compliance reports to the state.
- Coordinates and maintains engineering library.
- Receive, review and process right of way permits
- Prepares and review plans and specifications for public works projects such as sewer and water systems, roads and streets, utilities, storm drainage systems, traffic signals and street lighting.
- Reviews and makes determinations on development applications for environmental assessments, site plan reviews, conditional use permits, and parcel and subdivision maps.
- Calculates fees and charges for inspection, plan review, and other development associated projects.
- Conducts research and completes special projects as assigned.
- Performs other duties as assigned or required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Current engineering design, and construction standards
- Engineering plan review procedures
- Municipal infrastructure master plans and implementation
- Urban development including aspects of subdivision and site development
- Civil and structural engineering principles relating to design and construction
- Project management procedures, objectives, principles and methods
- Extensive background and use of MAG standards
- Proficient in: MS Word, Excel, Project, Power Point, etc.
- City organizations, operations, policies and procedures.
- Public works project planning, contracting and management methods.
- Procedures and techniques for evaluating construction contract compliance.
- Federal, state and city policies, procedures, codes, regulations and ordinances related to public works operations, projects, water and wastewater collection and treatment practices.

Skills required:

- Analyzing and interpreting applicable ordinances, rules, laws, codes, regulations, technical reports and manuals, construction plans and specifications, correspondence and legal documents
- Assessing and prioritizing multiple tasks, projects and demands.
- Performing engineering calculations such as advanced level algebra, geometry, trigonometry and calculus
- Preparing complex, comprehensive, and accurate technical reports and correspondence
- Conflict resolution and problem solving.
- Interpreting and applying department standards and procedures, federal and state rules and regulations, and City policies and procedures.
- Preparing reports and checking designs, details, estimates, plans, and specifications of City wide projects.
- Working under pressure of deadlines, and establishing and maintaining cooperative working relationships with City employees, officials, other agencies and the general public.
- Promoting and enforcing safe work practices.
- Reading and understanding blue prints and technical specifications.
- Operating a personal computer utilizing a variety of business software.
- Verbal and written communications.

Minimum Qualifications:

Bachelor's Degree from an accredited college or university with major course work in civil engineering or a closely related field, five years of progressively responsible experience involving civil engineering design, plan review, project management, or a closely related field; Or any equivalent combination of education, training and experience.

Must maintain a valid State of Arizona driver's license.