Job Description

Job Title:	Civil Engineer I	Classification:	Classified
Department:	Public Works	Grade:	330
Occupational Group:	Engineering	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; performs technical engineering duties under the direction of a Registered Professional Engineer including design, drafting, technical engineering analysis, and technical project and fieldwork.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists professional engineers in performing the more difficult civil engineering assignments.
2. Assists with resolution of design and construction problems, design review, regulatory compliance, and mentoring of technical support staff.
3. Under the direction of a registered professional engineer, assists with the preparation of preliminary and final designs for roadway, drainage, erosion control, water, wastewater, solid waste, recycling, and other infrastructure projects.
4. Under the direction of a registered professional engineer, prepares construction drawings, specifications, contract documents, and construction cost estimates.
5. Computes or processes technical engineering data using specified formulas and procedures.
6. Reads and interprets graphic data, blueprints, engineering plans, construction specifications, and maps.
7. Ensures compliance with applicable Federal, State and local standards, ordinances, codes, policies, and design criteria.
8. Responds to inquiries or complaints from customers, regulatory agencies, or members of the business community.
9. Develops and presents information to management, public groups, employees, vendors, and/or boards and commissions.
10. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Coordinates review with outside consultants, unincorporated towns, general improvement districts, public or private sewer and water districts, Federal and State agencies, local builders, and land owners.
- Reviews land development projects including construction plans and specifications associated with subdivision maps and building permits.
- Performs field inspections and construction management.

- Performs walk-through inspections with contractors; prepares correction punch lists; performs final inspection on capital construction projects.
- Processes land acquisitions, annexations, and abandonment of public lands.
- Develops presentations and articles for publication that conform to prescribed style and format.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Engineering mathematics including calculus, algebra, geometry, and trigonometry; engineering fundamentals including hydraulics, hydrology, structures, soils, transportation, surveying, and construction materials; Microsoft Office Suite.

Skill in: Demonstrating effective interpersonal relationships in bringing people together to solve problems; interpreting complex codes; communicating departmental policies and procedures to contractors; using AutoCAD or comparable software; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or related engineering discipline.

Experience: Three years experience as a full-time professional civil engineer in a public works environment preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Registered as an Engineer in Training in the State of Missouri and an Engineering Intern (EI) Certificate acquired within six months of hire.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and occasional direct exposure to hazardous physical substances at construction sites, sanitary sewer overflows, and suspected hazardous waste spills, etc. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	