Job Description

Job Title:	Civil Engineer II	Classification:	Classified
Department:	Public Works	Grade:	350
Occupational Group:	Engineering	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; performs the full range of civil engineering functions including design, drafting, technical engineering support, 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. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste, and Recycling.
2. Performs professional engineering assignments including preparation of capital improvements plans and preliminary and final designs.
3. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
4. Conducts engineering studies; performs engineering analysis; evaluates alternatives; develops and presents recommendations, prepares reports, and presents to citizens, supervisors, city management, City Council, boards, and commissions.
5. Prepares and assembles complete construction plans, specifications, and contract documents.
6. Performs cost-benefit analyses and cost estimation for the purpose of prioritizing projects, setting project budgets, and estimating project cost.
7. Develops scope of services or work; develops schedules and budgets; monitors performance of staff and consultants to standards developed and approved.
8. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award.
9. Interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards.
10. Coordinates and obtains easements and agency permits.
11. Prepares applications and necessary exhibits; coordinates and obtains easements and agency permits.
12. Ensures Federal, State, and local regulatory compliance at program and project levels. Monitors proposed and current regulations. Prepares informational updates to supervisors, boards, and commissions.
13. Coordinates construction phase services including construction administration, testing, and inspection.
14. Prepares and administers construction phase documents including progress payments, field changes, and change orders.
15. Coordinates inspections and testing; ensures compliance with plans, specifications, and contract documents.
16. Assists and trains staff in performance of tasks needed to complete assigned work.

17. Analyzes and resolves design and construction related problems, interpretation, and application of general policies and procedures, county code and regulations, design criteria, and applicable standards.
18. Implements development application review program including review of development plans, construction plans and specifications; prepares conditions of approval and makes presentations to staff, boards, commissions, committees, and City Council.
19. Responds to and resolves citizen inquiries and complaints; conducts detailed investigations to determine problems, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and cooperation with other divisions, departments, agencies, and stakeholders.

Other Duties

- 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: Methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis; development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the City's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; 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: Four years experience as a full-time professional civil engineer preferably in a public works environment. Requires intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Registered as a Professional Engineer in the State of Missouri is required.

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.	