



Job Title: Civil Engineer
Division: Engineering
Department: Public Works Department
Reports To: Sr. Civil Engineer

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 04/2017	Revision Date:	

JOB SUMMARY

Manages projects, produces, reviews and administers contracts, conducts engineering analyses, develops designs and enforces code within various disciplines, such as wastewater/water utilities, roadways, floodplain management and, Right-of-Way use permits, traffic engineering, and development services. Provides technical support by interpreting plans and resolving problems. Assures the efficient and economical implementation of a wide variety of public works and utility projects and programs.

ESSENTIAL FUNCTIONS

1. Manages and supervises projects by helping to determine project objectives, developing schedules and budgets, composing documents, reviewing and approving design plans, selecting consultants, coordinating activities, monitoring costs, resolving conflicts, and reviewing plans for conformance to regulations and standards.
2. Produces, reviews and administers contracts by designing and writing specifications, preparing cost estimates, conducting public participation programs, evaluating and recommending bids, monitoring design work progress, adjusting designs, negotiating change orders, supervising test and completing plans.
3. Conducts engineering analyses, develop designs and enforce codes by reviewing and approving plans and specifications, overseeing the preparation of permits and compliance demonstrations, ensuring compliance with permit application requirements, gathering field data, researching engineering records, evaluating design alternatives, improving programs, conducting site visits and inspections, identifying problems, developing designs and plans to resolve those problems, and preparing design changes.
4. Oversees and supervises project designs and evaluates the impact of designs and proposed developments and make recommendations for improvements.
5. Performs professional construction management and coordinating services for Public Improvement Agreements and Capital Improvements Projects by communicating with staff, design and construction teams.
6. Coordinates construction activities with Town departments and with outside agencies, including consultants, engineers, developers, utility providers and contractors, and reviews construction progress, quality and conformance to user requests.
7. Reviews, prepares and monitors contract amendments and contractor change orders.
8. Facilitates or executes pre-construction meetings and partnering sessions to establish project protocol and compliance with building codes and other agency permits and project goals.
9. Assists with preparing and monitoring project budgets, managing and reconciling funds, grants and budgets and researches and helps develop and administer the department budget.
10. Estimates construction costs for public works projects, including for water and sewer lines, storm drains, paving and street improvement, and other public works projects.

11. Review design plans for value, errors, omissions, intent and resolve or facilitate problem solutions as needed.
12. Interacts with the public, contractors and consultants by coordinating between them, maintaining contact with citizen groups and the general public, coordinating and attending public meetings, answering citizen, consultant and legal inquiries, and responding to and investigating citizen complaints.
13. Prepares and submits routine, recurring, technical and special reports, analyses and recommendations.
14. Analyzes information and statistical data to identify trends, needs and resources, and to develop operation projections.
15. Performs other duties as assigned.
16. Performs all work duties and activities in accordance with department and/or Town policies and procedures.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.
18. Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of principles and practices of civil engineering.
2. Knowledge of survey techniques, reports and data.
3. Ability to establish priorities and follow up on projects to assure completion.
4. Ability to communicate design ideas and plans clearly.
5. Ability to work cooperatively with other employees and the public.

MINIMUM QUALIFICATIONS

1. Requires a Bachelor's Degree in Civil Engineering.
2. Requires a current Arizona registration as a Professional Civil Engineer.
3. Requires four years of civil engineering experience.
4. Valid Arizona driver's license required within ten days of hire. Local travel is required.
5. Ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in a seated position and at a keyboard or workstation.

PREFERRED QUALIFICATIONS

1. Experience in engineering design and/or construction management in the wastewater/water utility industry;
2. Knowledge of state and federal regulatory requirements related to wastewater/water;
3. Knowledge of basic operating principles, practices and techniques of techniques of a waste water treatment plant processes;
4. Experience in engineering and/or construction management of underground utility projects in the public Right-of-Way

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers