

**CITY OF SANDPOINT
CLASS SPECIFICATION**

CLASS TITLE:	CIVIL ENGINEER	CLASS CODE:	310
SALARY RANGE:	\$81,515 - \$112,611	GRADE:	16
DIVISION:	INFRASTRUCTURE & DEVELOPMENT SERVICES (IDS)	FLSA STATUS:	E
REPORTS TO:	IDS DIRECTOR	EEO-4 CODE:	02
SOC CODE:	17-2051.00 (CIVIL ENGINEERS)	DATE:	4/19

JOB SUMMARY:

The primary function of this position is to perform professional civil engineering work associated with City infrastructure and oversee private development projects. The Civil Engineer serves as the principal engineering specialist, responsible for integrating services within and among Planning, Building, Utilities, Streets, and other Service functional areas. The Civil Engineer participates in design review of capital improvement development including, but not limited to, utility infrastructure and transportation projects.. The work is performed under the general direction of the Infrastructure and Development Services Director, but considerable latitude is granted for independent judgment and initiative. This position provides services to the public and works collaboratively with the Mayor, City Council, and other divisions and offices.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES: *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Performs professional civil engineering work and coordinates with consulting engineers as required.
- Plans and participates in the development and implementation of goals, objectives, policies, priorities and design standards for the Division services.
- Researches, prepares, and presents staff reports and Council agenda items.
- Participates in Capital Improvement Program projects, as directed.
- Consults with and coordinates technical reviews to ensure that impacts of land use actions or developments do not adversely affect traffic and City utility distribution and collection systems.
- Processes, reviews, approves, inspects, and accepts various private development proposals related to subdivisions (plats), streets, stormwater management plans, water and sanitary sewer improvements, and related infrastructure.
- Embraces continuous improvement related to systems, processes, policies, standards, and code by providing recommendations to provide clear, quality, efficient and effective services.
- Prepares correspondence and written communications.
- Identifies potential conflicts and resolves issues.
- Coordinates with the Utilities Division to support the operation, maintenance and repair activities of stormwater, water and wastewater systems and treatment plants.
- Promotes an open and transparent government by proactively seeking opportunities to communicate in various forums and encourages resident participation and input.
- Answers questions, works collaboratively, and builds relationships among multiple and diverse stakeholders and diplomatically engages with individual customers, community groups, the City Council, Mayor and other City employees, business leaders, and regional, state and federal authorities.
- Prepares cost estimates for construction projects.
- Assists in the technical review of plans and specifications as required by Sandpoint Code, City standards, City policies and other federal, state, and local laws, rules, and standards.
- Provides engineering assistance to other City divisions.
- Works with other public agencies regarding public works projects.
- Carries out other duties and responsibilities as may be assigned by the Mayor, City Council, City Administrator, and IDS Director.
- Participates and presents at committee, Planning and Zoning Commission, and City Council meetings, as required.

MATERIAL AND EQUIPMENT USED:

- Personal Computer
- General Office Equipment

CORE COMPETENCIES:

Knowledge of:

- Residential, commercial, public works, and other engineering design and construction methods, materials, principles and practices;
- Methods, procedures, and standard practices of engineering applicable to public works programs, projects, and functions;
- Methods, procedures, equipment, standard practices, and objectives and standards of water production and delivery, stormwater and wastewater collection processes;
- Methods, procedures, equipment, standard practices, and objectives and standards of street construction, maintenance, and repair;
- Fundamental land surveying techniques and procedures.
- Federal, state, local, city and other applicable environmental and safety statutes, ordinances, and codes;
- Federal, state and local laws, rules, administrative policy and practices related to department functions.

Ability to:

- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Make sound decisions in accordance with laws, ordinances, regulations and established policies;
- Communicate respectfully and effectively both orally and in writing with the public, peers, the City Council and other City employees;
- Demonstrate effective customer service, deal constructively with conflict and develop effective solutions;
- Follow written and oral instruction;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Prepare and maintain records, documents, financial accounts, and related reports;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Physical Demands:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to perform the essential functions and interact with the public and communicate effectively; Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare technical documents and reports, and review complex plans, diagrams, blueprints, and specifications discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use fingers and hands to operate a computer, use a keyboard or type, and to handle materials and present information to small and large groups; and to operate a vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long periods, reach with hands and/or arms to manipulate large documents such as blueprints and occasionally required to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch, and lift and/or move up to 25 pounds.

Working Conditions:

- Works in a public building environment where the noise level is generally moderate and in a field environment at construction sites that include exposure to adverse weather conditions, heavy construction equipment, and traffic.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in Civil Engineering; and
- Five years' experience performing professional engineering work
- Preference may be given to applicants with experience in a municipality similar in size and structure to the City of Sandpoint.

Licenses and Certifications:

- State of Idaho Professional Engineer License, or if licensed in another state, ability to acquire a license through the Idaho Board of Licensure of Professional Engineers within 90 days of hire. NOTE: The Idaho Board may require out-of-state applicants to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code).
- Valid driver's license.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.