

South Jordan City

Job Description

Title:	Associate Civil Engineer	Effective Date:	1/1/17
Org:	100410	FLSA:	Exempt
Pay Grade:	19	Workers Comp:	Municipal

GENERAL PURPOSE

Provide engineering services to ensure that the City grows and develops in a manner that is consistent with its mission statement and service values. Perform a variety of working level professional technical duties as needed to assist in coordinating and participating in the design, development and construction of city infrastructure. Responsibilities include design and design review of development and capital infrastructure projects, preparation of contract documents and contract administration.

SUPERVISOR

Assistant City Engineer

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Perform private development and capital infrastructure project reviews to assure compliance with established local, state, and federal standards.

Design and oversee construction of capital infrastructure projects.

Coordinate private development projects and capital infrastructure projects with other departments and agencies as necessary to complete project.

Represent the City as staff to various commissions and boards. Prepare reports and evaluations as needed. Coordinate activities with other departments and agencies as necessary.

Conduct engineering studies as necessary to support the safety, sustainability and growth of the City.

Establish and maintain cooperative working relationships with other departments, City Officials, outside agencies, and the general public.

Ability to motivate and supervise engineers-in-training and other subordinate personnel

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Bachelor Degree in civil engineering from an accredited college or university;
 - AND
 - B. Four (4) years of progressively responsible experience directly related to above duties;

2. Special Qualifications:

Valid Utah Class D Drivers License
Must be a licensed Professional Engineer (PE) with the State of Utah

3. Knowledge, Skills and Abilities:

Knowledge of civil engineering methods, principles and practices; construction methods and materials common to public works projects; general construction principles and practices; legal environment associated with engineering, construction and maintenance of public works projects; modern methods, principles and practices of street construction and maintenance and the collection and delivery of culinary and secondary water; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in public works.

Skill in computerized engineering systems and instruments (CAD) and related peripheral equipment; traffic signalization equipment and controls; use of a variety of technical engineering equipment and drafting tools; software applications and basic programming related to specific engineering software; international building codes, planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills; the use of a variety of technical engineering equipment.

Ability to operate a personal computer and Microsoft products.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:
Location:	Engineering	EEOP Class:
Group/BU:	General Pay Plan	Tech-Net Match: