

South Jordan City

Job Description

Title:	Engineering Designer	Effective Date:	1/1/17
Org:	100410	FLSA:	Non-Exempt
Pay Grade:	13	Workers Comp:	Municipal

GENERAL PURPOSE

Perform a variety of technical duties for the design and construction of city infrastructure, including roadways, utilities and other capital improvement projects.

SUPERVISOR

Assistant City Engineer

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Ability to design and draft plans for engineering projects using AutoCAD under the direct supervision of a professional engineer.

Review engineering drawings to verify compliance with local and state codes.

Review and approve Land Disturbance Permits and Planning Plot Plan reviews associated with the Building Permit process.

Assist with bidding procedure, including preparation of bid documents, meeting with various personnel, and the assembling of bid and contract documents.

Assist with the enforcement of City codes, ordinances, and standards.

Assist in the process of writing and issuing permits.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D., supplemented by college level courses or equivalent vocational/technical institutional coursework in mathematics, engineering and computer aided drafting;

AND

B. Three years of paraprofessional experience performing engineering design and drafting work using AutoCAD software;

2. Special Qualifications:

Valid Utah Class D Driver License

3. Knowledge, Skills and Abilities:

Ability to work and relate well with supervisors, co-workers and the general public under varying circumstances.

Ability to utilize computers in engineering applications, present reports in written and oral form, and communicate effectively with co-workers, public and contractors.

Ability to operate a personal computer and Microsoft Office software.

Ability to use AutoCAD proficiently.

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 may be 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 Non-Exempt	EEO-4 Class:	Tech
Location:	Engineering	EEOP Class:	Tech
Group/BU:	General Pay Plan	Tech-Net Match:	485