



CITY OF DeBARY, FLORIDA

Employee Job Description

CITY ENGINEER

Department:	Position #XXX	Exempt:	Yes
Reports To:	City Manager	Pay Grade/Wage:	112
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under the Direction of the Senior Engineer, this is an entry-level engineering position. The incumbent will work under the guidance of a licensed professional engineer performing research, analysis, plans review, cost estimating, preparing reports, and other engineering activities related to the City's Stormwater and transportation systems.

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the Senior Engineer in the development of various design and construction projects.
- Assists in establishing and maintaining the 5-year Capital Improvement Plan.
- Completes project reviews and markups of engineering plans and specifications to ensure compliance with regulations and standards.
- Conducts technical research to ensure regulatory compliance updates of City infrastructure.
- Inspects construction sites for conformance with design intent.
- Conducts analysis of project related data and provides engineering calculations as needed.
- Works collaboratively with other departments to include Public Works and Growth Management.
- Plan, direct, and coordinate the inspection of City and developers' construction projects to ensure compliance with engineering plans and specifications as well as applicable local, state and federal requirements.
- Inspect and certify the City's acceptance of infrastructure improvements.



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- Manage, design and review special projects as assigned.
- Manage the engineering design, bidding, construction and inspection of the City's capital improvement program projects for other departments.
- Administer and acquire a variety of permits to include FDOT, SJRWMD, FDEP, right-of-way use permitting, abandon and vacate requests, addressing, and maintenance of traffic plans for special events.
- Maintain liaisons with appropriate county, state, and federal agencies regarding joint projects and/or regulations.
- Respond to City Council and resident questions about engineering related items. Meets with the public and developers to discuss the City's codes and regulations.
- May present project related matters to public boards and agencies such as City Council, River to Sea Transportation Planning Organization, and other related public entities.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a bachelor's degree in engineering, preferably related to the stormwater or transportation required; previous experience in performing drainage calculations, permitting with State and Federal Agencies, and performing construction inspections is preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of principles and practices of civil engineering.
- Knowledge of civil engineering and construction methods and techniques as applied to the construction and maintenance of stormwater utilities and transportation related infrastructure.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate clearly, both orally and in writing.
- Knowledge of site plan review and subdivision development.
- Skill in making engineering computations and conducting engineering research.



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- Must be able to effectively manage and oversee multiple projects simultaneously.
- Ability to read and comprehend safety manuals, work orders, operation guides, legal documents, instructions, letters, memos, journals, and maps.

WORK ENVIRONMENT/ADA:

While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions. The employee must be able to access file cabinets for filling and retrieve data. The employee must have the ability to sit at a desk and view a screen for extended periods of time, occasionally lifting and moving light objects to moderately heavy objects (up to 25 pounds). The employee may also be required to make field visits to project sites in order to evaluate project or gather statistical data.

Employee Signature

Employee Printed Name

Date