

**CITY OF BARDSTOWN
POSITION DESCRIPTION**

Class Title: Staff Civil Engineer

Department: Engineering

Supervisor: City Civil Engineer

Supervises: None

Class Characteristics: Under general direction, assists in planning, organizing, directing, coordinating, and evaluating all activities and programs of the Engineering and Utilities departments (including Water, Wastewater, Garbage, Street, and Cemetery); performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in Reviewing all engineering plans and specifications for City and Private construction projects affecting City roads, drains and related public works facilities while ensuring compliance with appropriate codes, ordinances and State regulations.
2. Assists in determining location of all rights-of-ways.
3. Assists in the preparation of plans and specifications for public works projects including roads, storm drains, utility lines, and related projects.
4. Research project design requirements; perform calculations and prepare estimates of time and material costs.
5. Assist in all utility easements and land disturbance permit applications.
6. Assists in the organization, scanning and indexing all record drawings, deeds and easements.
7. Request and participate in the collection of survey and mapping data, assists in the updates of GIS maps for daily identification and location of all distribution/collection lines, valves, meters, electric and cable television lines, fire hydrants and manholes.
8. Assists in developing maps and project scopes to be used for daily and long range planning.
9. Assists in mapping of all Cemetery lots; maps and monument of exact location of City boundaries; Assists in preparing annual budget for the Engineering and Utilities Departments.
10. Assists with preparing and recommending rates and fees for utilities, garbage and streets.
11. Maintains familiarity with applicable federal, state and local laws, administrative regulations and ordinances.
12. Conduct engineering studies related to hydrologic and hydraulic engineering, including flood routing analyses, storage, and retention, and methods of storm runoff collection; conduct erosion control analyses and administer erosion control programs.
13. Interface with and respond to the public in a variety of settings, including public meetings, in the office or in the field, and by telephone or through written correspondence; prepare technical and engineering reports and studies and visual presentations.

DESIRABLE QUALIFICATIONS

Training and Experience: Must have Civil Engineer degree from an accredited university and be eligible for certification upon meeting experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Extensive knowledge of techniques, principles, practices and methods of Engineering as relating to Water, Waste Water, Municipal Separate Storm Sewer System (MS4) and Public Works activities, programs and projects.
2. Extensive knowledge of the principles and practices of public administration as applied to the administration of diversified Water, Waste Water, MS4 and Public Works activities.
3. Understanding of phased Erosion & Sediment Control plans & Best Management Practices design.
4. Extensive knowledge of federal, state and local laws, administrative regulations and ordinances.
5. Extensive knowledge of the geography of the service area.
6. Extensive knowledge of the hazards and applicable safety precautions associated with departmental equipment, vehicles, tools and procedures.

Abilities:

1. Ability to assure compliance with preventive maintenance and servicing programs.
2. Ability to plan jobs, including necessary materials and personnel, to accomplish tasks in the most efficient and effective manner.
3. Ability to communicate effectively, orally and in writing.
4. Ability to establish and maintain effective working relationships with government agencies and employees, contractors, officials, employees, and the general public.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is generally not reviewed; may be required to provide written and verbal reports.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds which directly affect the policy of the city.

Tools, Equipment and Vehicles Used: Normal office equipment, including computer, telephone, etc.

Physical Requirements of the Job: Work involves sitting, standing, stooping, walking; lifting

light objects of less than 25 pounds is a requirement of the job; must drive vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information. Mental Effort: Heavy. Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license. Availability: Must be able to attend meetings during evenings and weekends.

Additional Requirements: Must obtain Registered Engineer status by the Commonwealth of Kentucky after meeting experience requirements.

Overtime Provision: Exempt

