



The City Beautiful

City of Coral Gables Job Description

Job Title: Project Engineer
Department: Public Works
Classification: 1015
Pay grade: 26E
FLSA: Exempt

Prepared Date: 2/2014

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Summary

Performs, coordinates and supervises professional engineering work in connection with investigating, developing, designing, constructing and maintaining Public Works projects.

Essential Duties and 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.

Coordinates and supervises engineering work performed by professional engineering consultants in storm water, sanitary sewers, general engineering, traffic engineering, architectural and landscape projects. Serves as a liaison between Consultants and the City.

Performs field inspections and construction administration functions. Maintains and updates project status reports.

Reviews plans, specifications and other construction bid documents prepared by Consultants and City staff. Analyzes the feasibility, technical aspects and anticipated impact of proposed projects.

Assists the City Engineer with various tasks.

Assists in the supervision and coordination of work for drafting and engineering staff in order to provide the guidance needed to ensure completion and accuracy of projects.

Prepares various reports to include capital project reports and professional consultant evaluation reports.

Prepares City Commission items including ordinances and resolutions for various Public Works items.

Prepares cost estimates for various projects.

Participates on the City's Hurricane Damage Assessment Team or serves as the Public Works Emergency Management Coordinator.

Coordinates City-wide projects with utility companies, Miami-Dade County Public Works, Florida Department of Transportation, Florida Power & Light, and other agencies.

Assists with the preparation and processing of grant applications.

Develops innovative projects or programs which enable the City to meet its "Total Quality" objectives.

Supervises the geographical information system (GIS) installation and development.

Prepares a variety of reports, correspondence, etc., as needed.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms to all safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

The incumbent must possess knowledge of the principles and practices of civil engineering. Knowledge of the principles, practices and special techniques applicable to the design, maintenance and modification of Public Works projects is required. The ability to make engineering and related mathematical computation is necessary. The ability to plan, design and prepare complete engineering plans and specifications for Public Works projects is necessary. The ability to utilize computer hardware, software and peripherals as they relate to the practice of engineering is necessary. Familiarity with applicable zoning and building codes is required. The ability to plan, delegate and direct work in a manner conducive to full performance and high morale is necessary. The ability to apply engineering knowledge to specific administrative and technical problems is necessary. The ability to express ideas clearly and concisely, orally and in writing is essential. The ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems. Skill in the use of civil engineering instruments and equipment is necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's degree in Civil Engineering or related field.

Must possess a State of Florida registration as a professional engineer.

Minimum six years of project engineering experience in design and construction of Public Works projects with at least three years supervisory experience is required.

Valid Florida Driver's License.