

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineer**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Engineering	C41 – C44	Exempt

CLASS SUMMARY:

This class is the fourth level in the Engineering series. As assigned, incumbents manage large-scale engineering projects from design through completion of construction; and/or perform professional level coordination and consultative services for the full scope of engineering development activities and processes. Responsibilities may include: selecting project management team; selecting scope of work; administering project contracts; managing and implementing schedules; overseeing quality control; reviewing financial documents; performing project closeout activities; commenting on development plans; coordinating engineering requirements to ensure compliance with applicable codes, regulations and laws; providing customer service; and, developing and maintaining applicable design standards.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Provides the engineering review of development processes or projects from design through the completion of construction. Determines if plan submissions or projects comply with applicable codes, ordinances and standards. Identifies issues and recommends solutions.	Daily 25%
Reviews project schedules or development plan status and documents responses, requests, amendments, orders, or engineering comments. Documents engineering requirements and monitors adherence to established requirements.	Daily 20%
As assigned, develops, implements and modifies project schedules and processes. Responds to inquiries from citizens, developers and interested parties by providing information or resolving issues. Reports project progress and status updates. Ensures timely development review and/or project completion.	Daily 10%
Develops and maintains records and documentation which may include project activity status reports, contracts, design and construction standards, scope of work documents, and financial documents.	Monthly 15%

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As assigned, develops scope of work for consultant selection and for design and construction projects. Assists in negotiating contracts and project scheduling. Administers and participates in consultant selection process. Receives and reviews developer requests and provides responses based on thorough review of needs and standards.	Quarterly 15%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Capital Improvement Projects** may be responsible for:

- Managing construction projects from design through project completion;
- Developing design and construction project scope of work and administering and participating in the consultant selection process;
- Reviewing the project budget, processing expenditure requests and contract amendments, approving payments and confirming funding availability.

Positions assigned to **Development** may be responsible for:

- Performing engineering review and representation of new development cases through the review process including pre-application meetings, general plan amendments, zoning, design review, use permits, preliminary plats and annexations;
- Coordinating engineering requirements for new development with those involved in the final plan reviewer to assure compliance with codes, ordinances, design standards, and good engineering practices;
- Responding to citizens and developers with engineering related questions including appropriate sewer facilities, water and sewer service of properties, development fee requests, and other engineering requirements;
- Modifying and maintaining Design and Construction Standards for public works facilities and systems.

Positions assigned to **Traffic Engineering** may be responsible for:

- Coordinating, conducting and analyzing traffic engineering studies to support projects and provide guidance in the installation of traffic control devices, intersection and roadway improvements, bicycle and pedestrian accommodations, and traffic mitigation;
- Reviewing, evaluating and providing recommendations of traffic engineering aspects of site plans for new projects.

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Positions assigned to **Transportation** may be responsible for:

- Representing the Town on various intergovernmental committees for regional transportation planning and development matters. Participating in regional transportation planning including regionally funded projects for the town, and prepares applications for grant funding.
- Preparing and monitoring Intergovernmental Agreements with various agencies and coordinating Federal grant fund requirements with the Arizona Department of Transportation (ADOT) and Maricopa Association of Governments.
- Serving as a liaison to the general public, governmental agencies and Town staff on transportation and transit issues and acts as a resource to residents on transportation concerns and suggests, educates and facilitates solutions.
- Coordinating the safety elements of school and neighborhood traffic programs.

TRAINING AND EXPERIENCE:

As assigned, Bachelor's Degree in Engineering or Construction Management and four years of construction project management and/or related engineering experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

Depending on area of assignment, requires:

- Professional Engineer (P.E.) Licensure

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Engineering, design and construction principles and methods;
- Project management principles and practices;
- Contract administration;
- Advanced mathematical concepts;
- Modern office equipment.

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SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Performing advanced mathematical calculations;
- Design analysis and technical review;
- Managing engineering projects;
- Administering contracts;
- Administering project budgets;
- Providing customer service;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, intense noises and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Assistant Town Traffic Engineer – C44
Development Engineer – C44
Project Coordinator – C41
Project Manager – C42
Sr. Project Manager – C43
Transportation Coordinator – C41

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*

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Date: (10/13)*