

CIVIL ENGINEER II

General Statement of Duties: Performs skilled engineering work in survey, design, and construction of municipal projects and facilities under the general direction of the City Engineer. Does related work as required.

Distinguishing Features of the Class: Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major organization programs. This involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches. Maintain liaison with individuals and units within or outside his/her organization, with responsibility for acting independently on technical matters pertaining to his/her field. Work at this level usually requires extensive progressive experience. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

Areas of Accountability:

1. Works closely with consultants on Capital Improvement Projects.
 - Communicates with consultants on project goals, standards and specifications;
 - Directs consultant project design process;
 - Acts as City's representative during construction;
 - Documents progress of work;
 - Certifies estimates of work completed for payment of contractor;
 - Coordinates activity of contractor with other City departments and the public;
 - Interprets contract documents and specifications;
 - Supervises technical staff in performing inspection work;
 - Process project pay requests and change orders.
2. Assists City Engineer in preparing capital improvements program.
3. Prepares technical reports that are clear, factual, and specific in recommendations.
4. Deals with public, City departments, various agencies, and contractors in a positive manner.
5. Participates on City management teams to deal with specific problems and issues.
6. Maintains engineering records and files according to established systems.
7. Performs plan reviews for private development.
8. Performs design and drafting duties for various projects.

- Designs and drafts construction drawings for street, drainage, and sewer improvements.
 - Directs work of engineering staff in preparation of drawings.
9. Prepares plans, specification, and contract documents for bidding purposes.
- Prepares estimates.
 - Writes specifications.
- 10 Performs additional duties as required.

Required Knowledge, Skills and Abilities: Extensive knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities; considerable knowledge of modern principles and practices of public works administration; considerable knowledgeable in the use of personal computers; good knowledge of surveying and street and sewer design, and construction practices; demonstrated ability to independently plan and supervise public works activities in a coordinated manner; ability to establish and maintain effective working relationships with subordinates, other agencies, and the public; initiative and resourcefulness.

Acceptable Experience and Training: Graduation from a college or university with BS degree in Civil Engineering and be registered as a Professional Engineer in the State of Iowa. Possession of a valid driver's license.