



CIVIL ENGINEER III-P.E.

JOB CODE: Public Works (2464)

SALARY GRADE: 64

Date Created / Revised:

FLSA CLASSIFICATION: Exempt

06/03/2023

General Statement of Duties: Performs difficult professional and responsible administrative civil engineering work in the office; directs and manages public works projects; grants building site plan approvals; does related work as required.

Distinguishing Features of the Class: Work in this class involves responsibility for the application of professional engineering knowledge and skills on civil engineering projects of varying degrees of difficulty. Employee will typically perform technical work in the design and preparation of plans and specifications, construction inspection and maintenance of public works and utility structures. Work assignments afford opportunity for independent judgment in planning work or in making technical decisions. Supervision is limited, received based on project needs and when circumstances warrant. Final review is made by a professional superior.

Essential Functions of Position:

- designs construction of public works and public utility projects;
- prepares estimates for public works projects and utility projects;
- manages public works and public utility construction projects;
- prepares flood hazard analyses;
- provides contractors and general public with technical information relating to engineering projects;
- makes adjustments to solve construction and material difficulties;
- directs processing of invoices for payments due on public works projects;
- engages in engineering research for the purpose of preparing contractors' proposals, contract papers and related materials;
- calculates cost and total project bids;
- maintains contact with various departments/agencies (i.e., Department of Transportation, Federal Highway Administration, etc.) for information, research, and policy and procedure purposes;
- assures compliance with subdivision regulations, city codes, and contract specifications to ensure public safety and health;
- reviews site plans for code and standards compliance prior to building or grading permit approval;
- reviews subdivision plans for code and standards compliance prior to approval of the plans by the Planning Commission and management;
- performs related work as required.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of current principles and practices of civil engineering; thorough knowledge of current methods and techniques as applied to the construction and maintenance of public works; thorough knowledge of land and engineering survey systems, methods and techniques of engineering drafting; ability to adapt approved engineering methods and standards to the design and construction of a variety of municipal public works; ability to prepare technical reports in connection with municipal projects; ability to exercise decision making skills in the interest of public safety;



ability to establish and maintain effective working relationships with associates, subordinates, municipal officials and the general public; ability to sit for extended periods of time at work station or desk; manual dexterity required for efficient use of keyboarding skills. Proficient with MS Word, Excel, AutoCAD and other engineering modeling software for stormwater systems and pressure pipe networks.

Acceptable Experience and Training: Graduation from a college or university of recognized standing with major course work in civil engineering and extensive experience in the practice of municipal civil engineering, including responsibility for planning and directing major aspects of engineering programs; or any equivalent combination of experience and training that provides the required knowledge skills and abilities.

Additional Requirements: Registered as a Professional Engineer with the Tennessee State Board of Registration for Professional Engineers or the ability to acquire Tennessee registration within 6 months by reciprocity with an existing PE Registration from another state.

Other Requisites: From time to time, incumbent may be assigned special duties or, on a temporary basis, may be asked to assist other employees occupying a different position. Every effort will be made to inform incumbent of such assignments in advance, which under no circumstances will constitute a demotion. This description should not be construed as all-inclusive, but rather representative of the majority of tasks performed.

ADA REQUIREMENTS

Physical Requirements: Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. However, some tasks may require some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks may involve extended periods of time at keyboard.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes, etc.), however, some tasks may require infrequent exposure to such adverse environmental conditions.

Sensory Requirements: Tasks require depth perception and discrimination; tasks require visual perception and discrimination tasks require oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

EEO Statement:

The City of Johnson City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Statement of Affirmative Action:

It is the policy of the City of Johnson City to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, the City of Johnson City will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the City of Johnson City. A notice explaining the company's policy will remain posted.

This job description has been approved by:

Signature

Title

Date

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.



Print Name

Signature

Date

Copy to: Employee
Human Resources