

Engineer I – Civil / Project Manager

General Definition of Work

FLSA Status - *Exempt*

Provide work related activities using engineering methods to meet compliance with regulatory requirements relative to City public infrastructure, utilities, and closed sanitary landfill. Duties will include, but are not limited to: assessment of City utilities and private development projects, coordination with regulatory agencies, construction plan review, preparation of permit applications, consultation and coordination of engineers, contractors, developers, citizens and stakeholders on matters relative to the City infrastructure and sanitary landfill management; preparation of report documents for distributing City infrastructure information to City administration. Work will be performed under the limited supervision of the City Planning Director.

Essential Functions

1. Maintain City, State, and Federal regulatory compliance with various programs and laws.
2. Provide unplanned and regularly schedule reports to federal and state agencies, as well as, City administration.
3. Provide technical document interpretation and advice including, but not limited to, the following:
 - a. Engineering reports and other documents
 - b. Laboratory analysis
 - c. Federal/state laws and regulations
 - d. Public Works infrastructure inspection and maintenance
4. Prepare small capital improvement project designs, budgeting, procurement, bidding and construction administration.
5. Administer federal and state construction loan/grant application preparation, financing negotiation, contract management, and preparation of reimbursement requests necessary to maintain regulatory compliance.
6. Provide interpretation of City Code, ordinances, and regulations to staff, administration, consultants and citizens.
7. Maintain Engineering Department document records and plan files.
8. Provide professional and technical assistance on construction of infrastructure projects to ensure public safety and agreement with long-term planning goals.
9. Assists in the maintenance of public facilities and infrastructure through planning, cost estimating, design, and contract administration of the City's capital improvement plans.
10. Represent the City in communications with government regulatory agencies, community groups, and various business, professional, educational, and other organizations.
11. Provide assistance to Grants Administrator with project conceptual description, cost estimates and scope of work details for grant applications.
12. Perform other duties as assigned or directed by the City Planning Director.

Knowledge, Skills and Abilities

Advanced knowledge of compliance and permitting of City, State and Federal regulations including, but not limited to, the Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), and Virginia Department of Health (VDH).

General knowledge of construction practices, techniques, materials and equipment relating to public works and utilities; general knowledge of engineering plans, specifications and drawings.

Ability to establish and maintain effective working relationships with government officials, contractors, property owners and the general public resulting in satisfactory compliance with specifications and standards.

Knowledge of environmental, safety, and health policies and procedures to be followed by personnel in compliance with local, state, and federal OSHA rules and regulations.

Knowledge of Waterworks Regulations, Sewer Collection and Treatment Regulations, Erosion & Sediment Control Regulations, Storm Water Management Regulations, general water quality and hazardous waste regulations.

Ability to prepare clear and concise reports, procedures, correspondence, and other written materials.

Education and Experience

A combination of education and experience equivalent to a Bachelor of Science degree in Civil Engineering or related field plus one year experience is preferred. The ability to operate Computer Aided Design (CAD) drafting software is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and pushing or pulling, frequently requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires standing, walking, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of a valid driver's license.

Possession of or ability to obtain Virginia Engineer-in-Training (EIT) certification.

Ability to obtain a Virginia Professional Engineering license is desired

Ability to obtain erosion sediment and stormwater certification.