



The City Beautiful

City of Coral Gables Job Description

Job Title: Civil Engineer
Department: Public Works
Classification: 1017
Pay grade: 24E
FLSA: Exempt

Prepared Date: 12/10
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Summary

Performs technical engineering work in the investigation, development, design, construction and maintenance of civil engineering 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.

Project management and delivery including construction and design.

Plans, designs and prepares engineering plans and specifications for Public Works projects.

Reviews and completes design of various projects in compliance with Public Works standards.

Assists in the supervision and coordination of work for drafting and engineering staff.

Receives, investigates and responds to complaints regarding public right-of-way.

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

Analyzes the technical aspects, anticipated impact, and feasibility of proposed projects.

Prepares project cost estimates for various projects.

Participates on the City's Hurricane Damage Assessment Team to help facilitate in recovery efforts following a natural disaster.

Updates city maps. Prepares a variety of reports.

Reviews and analyzes Street and Alley Vacating Committee applications to verify accuracy of the data. Prepares reports and recommendations for the Street and Alley Vacating committee.

Conforms with and abides by all regulations, policies, work procedures and instructions; all safety rules which includes wearing and using all appropriate safety equipment.

Performs related duties as required.

Knowledge, Skills, and Abilities

Experience in project management and delivery with proven positive results. Knowledge of the principles, practices and techniques of civil engineering. Knowledge of the methods and techniques used in municipal construction. Knowledge of City and state regulations relating to municipal construction. Knowledge of computer software related to civil engineering. Knowledge of departmental policies and procedures. Ability to prepare and design precise technical specifications and plans. Ability to adopt approved engineering methods and standards to the design and construction of municipal projects. Ability to supervise and coordinate the work of subordinates. Ability to discuss plans with contractors, architects and the public. Ability to investigate and respond to complaints. Skills in engineering practices. Proficient in communication both oral and written.

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, hands to fingers dexterity, 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. Work is performed indoors within a quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

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

Minimum Education and Experience

A Bachelor's degree in Civil Engineering or related field required.

Engineering In Training certification required.

Three (3) years of technical experience in the design and construction of public works projects.

Valid Florida Driver's License.