**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 25,000-49,999**

**Civil Engineer**

JOB SUMMARY

This position performs professional engineering duties in support of department erosion control and traffic management operations.

ESSENTIAL FUNCTIONS

* Reviews site plans and hydrological reports, building permits, and erosion and sediment control plans for all commercial and residential developments.
* Conducts erosion and development site inspections for all commercial and residential development.
* Prepares and submits erosion and sediment control reports.
* Reviews encroachment permits for all commercial and residential properties.
* Makes sign locate requests; prepares signage plans and installs signage.
* Conducts pre-construction meetings with developers, contractors, and other city departments.
* Installs traffic counters; analyzes data and compiles reports.
* Responds to erosion, traffic and other complaints from the public.
* Evaluates and makes traffic sight-distance reports.
* Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

* Knowledge of civil engineering principles and practices.
* Knowledge of public works infrastructure construction, maintenance and repair principles.
* Knowledge of erosion principles and practices.
* Knowledge of analysis, research and report preparation methods.
* Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
* Knowledge of computers and job-related software programs.
* Knowledge of GIS principles.
* Knowledge of traffic engineering principles.
* Skill in problem solving.
* Skill in prioritizing and planning.
* Skill in interpersonal relations.
* Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Engineer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include engineering standards, the Manual of Uniform Traffic Control Devices, state and federal environmental regulations, the Georgia Stormwater Manual, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

* The work consists of varied engineering duties. The need to respond to unforeseen situations contributes to the complexity of the position.
* The purpose of this position is to perform engineering duties in support of the department's erosion control and traffic management functions. Successful performance contributes to a safe, well-maintained and efficient city infrastructure.

CONTACTS

* Contacts are typically with co-workers, vendors, other city employees, state and local government officials, engineers, surveyors, consultants, developers, architects, and the general public.
* Contacts are typically to exchange information, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

* The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects.
* The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

* Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
* Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
* Possession of EIT (Engineer-in-Training) certificate which allows the incumbent to pursue higher certification in the future.
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.