

City of Cañon City, CO
Position Description

Class Title: CIVIL ENGINEER (EIT)

Job Code: 2202
Range: 62

Department: Engineering
Reports to: City Engineer

SUMMARY:

Under limited supervision, performs construction project design and management duties for the City of Cañon City.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Designs and manages construction projects for the City, such as water treatment plant improvements, utility line expansions/extensions, street and sidewalk construction, storm drainage systems/features, and small buildings. Works with user departments to assess needs and desires, prepares designs, estimates necessary costs and quantities of material/labor/equipment, prepares project specifications, and administers construction contracts.

Performs and/or directs field surveys for boundary determination, site plans and profiles, and construction staking, recording data and performing survey calculations. Performs construction inspection to ensure adherence to contract specifications and construction codes. Inspects work, reviews shop drawings, provides on-site engineering consultations, mediates and implements change orders, approves pay requests, and prepares construction progress reports.

Prepares long range plans, studies, and inventories for water distribution and street repair work. Performs engineering projects and duties such as reviewing construction/development plans, writing technical summary reports, and preparing water distribution system models. Performs related duties as established by law or ordinance or as reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

Bachelor's degree in Civil Engineering; one year experience in civil engineering or construction management; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

Colorado Driver's License. Colorado Engineer-in-Training Certificate.

Knowledge of:

- The mission, policies, goals and procedures of the City of Cañon City.
- The theory, principles, practices, and methods of civil engineering and construction management.
- Maps, engineering drawings, blueprints, and technical specifications.
- References and information sources relevant to Civil Engineering.
- Federal, state, and local building and development codes, policies, and regulations.
- The safe use of surveying tools such as Total Station, digging hand tools, digital camera, measuring equipment, testing and diagnostic tools, and plotter.
- The materials and equipment used in construction management and design engineering including personal computers, word processing, AutoCAD, spreadsheet and database applications, calculators, and adding machines.

Skill in:

- Designing and managing municipal construction projects.
- Utilizing manual and computerized surveying equipment and conducting accurate land surveys.
- Construction inspecting.

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- Preparing long range plans, studies, and inventories for water distribution and street repair work.
- Reviewing construction/development plans
- Writing technical summary reports
- Preparing water distribution system models.
- Reading and interpreting maps, engineering drawings, blueprints, and technical specifications.
- The use of references and information sources relevant to civil engineering and construction management.
- Utilizing office equipment, including personal computers, word processing, spreadsheet, and data base applications, calculators, and adding machines.
- Communicating verbally and in writing.
- Establishing effective relationships with employees, government officials, contractors, vendors, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and see, using close, medium range, and distance vision. The employee is often required to work with and around standard office equipment. The employee is often required to travel to various locations in and around Cañon City. The employee is often required to work with and around construction machinery. The employee is sometimes required to work in dirty and dusty locations, and in adverse weather conditions. The employee is sometimes required to traverse uneven terrain. The employee is sometimes required to stoop, kneel, use ladders, and work in elevated and confined spaces. The employee is occasionally required to lift 50 lbs.

FLSA Status:	<input checked="" type="checkbox"/> Exempt-Salaried	<input type="checkbox"/> Non-Exempt Hourly
Date of Original:	10/18/06; prepared by PSPC	
Date Adopted:		