

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: Civil Engineer III- Sr. Project Engineer

Job Number: 403620

Date Finalized: 6/22/2017

Service Area: Public Services Service Unit: Engineering	Accountable To City Engineer
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary Assignments require independent evaluation, selection, and application of standard civil engineering techniques, procedures, and criteria in order to make adaptations and modifications to existing plans or specifications. Performance at this level requires a professional civil engineer, competent in conventional aspects of civil and traffic engineering. May coordinate the work of engineers, draftspersons, technicians, and others who assist in specific assignments.	
Essential Duties Performs civil engineering design, construction contract administration and traffic engineering. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Reviews construction plans, reports, and coordinates the work of consultants and contractors. Interacts with the public, consultants and contractors.	
Related Work Plans, schedules, conducts, and coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs work that involves conventional engineering practice but may include a variety of complex features such as confirming design requirements, unsuitability of conventional materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the project assignment area and a good knowledge of principles and practices of related specialties. Assignments usually include any of the following: preparation of construction plans, contract specifications, legal documents, easement descriptions, written communications with City Council and other governmental agencies, data collection and processing, project reports. This position is in direct communication with public and coordinates project team members.	

Knowledge of

- Leading small technical teams
- Technical report preparation
- Proposal preparation
- Project budget administration

Skills (requirements at entry)

- Road design and construction
- Public utilities design and construction
- Traffic engineering
- Communicating through oral and written instruction, with the ability to understand and follow oral and written policies, procedures and instructions
- Teamwork and leadership
- Customer service orientation
- Using computers and applicable software

Equipment

Passenger vehicle, computers, printers, scanners, blue print machines, field and office measurement tools, conventional surveying equipments, cell phones, pagers and miscellaneous office equipment

Training and Experience (position requirements at entry)

- Bachelor's Degree in Civil Engineering from an accredited four-year college or university
- A minimum of five years of full time civil engineering experience, if a Professional Licensed Engineer in the State of Michigan
- A minimum of eight years of full time civil engineering experience, if has passed the Fundamental-in-Engineering (FE) exam

Licensing Requirements (position requirements at entry)

- Fundamental-in-Engineering (FE), or Professional Engineering License (PE)
- Valid Driver's License

Physical Requirements

The physical ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, see, and perform repetitive motions.

Essential duties require the mental and/or physical ability to: work in a standard office environment; read fine print on blueprints and display terminals; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment; move across rough terrain and bridge scaffolding; climb into and out of sewers and trenches, climb ladders, and several flights of stairs; use drafting instruments, calculators, and personal computers; and strength to lift and carry up to 30 pounds. The work requires the ability to distinguish colors and to hear audible alarms. Incumbents may be subject to potentially hazardous physical conditions, atmospheric conditions, extreme temperatures, intense noise, and/or vehicle traffic.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a small amount of force constantly to move objects.

Submitted By Homayoon Pirooz, P.E., Chief Engineer, April 2004/HR Review June 2004/
Service Unit Name Change 6/22/2017