

CITY OF ANN ARBOR, MICHIGAN  
JOB DESCRIPTION

JOB TITLE:  
Civil Engineer IV- Project Manager

Job Number: 403840

Date Finalized: 6/22/2017

<b>Service Area:</b> Public Services <b>Service Unit:</b> Engineering	<b>Accountable To</b> City Engineer
<b>Mission Statement</b> The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
<b>Role Summary</b> The knowledge and expertise required for this level of work results from progressive experience. Assignments require the application of intensive and diversified knowledge of civil engineering principles and practices. Makes decisions independently on engineering problems and methods, and represents the City in public meetings and conferences to resolve important questions and to plan and coordinate work. Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of sciences and disciplines. Coordinates the work of consultants, contractors and staff assigned to the project.	
<b>Essential Duties</b> Performs civil engineering design, construction contract administration and traffic engineering. Plans, develops, coordinates, and directs a large and important engineering project or a number of smaller projects with many complex features. Assesses the feasibility and soundness of proposed engineering evaluations and work performed by consultants and other professionals. Leads project teams with minimal technical guidance. Interacts with the public, consultants and contractors.	
<b>Related Work</b> Designs and oversees major engineering projects and develops new methods and approaches to uncommon assignments. Closely reviews work of the consultants and project team members and assumes responsibility for correct and timely completion of assignments. Work requires a broad knowledge of precedents in the project assignment area and a good knowledge of principles.	
<b>Knowledge of (desirable competencies)</b> <ul style="list-style-type: none"><li>• Managing a project team</li><li>• Local government administration and City and State codes</li></ul>	

**Skills** (requirements at entry)

- Engineering practices and principles
- Civil and traffic engineering
- Public infrastructure design, construction and budget administration
- Technical report preparation
- Grants application and proposals preparation
- Identifying problems and finding solutions
- Strong oral and written communication, with the ability to understand, follow and communicate oral and written policies, procedures and instructions
- Customer service orientation
- Teamwork and leadership
- Using computers and applicable software

**Equipment**

Passenger vehicle, computers, printers, scanners, cell phone, 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
- Professional Engineering License in the State of Michigan or the ability to obtain one in less than six months from the date of hire.
- Minimum of eight years of progressive civil engineering and engineering practice.

**Licensing Requirements** (position requirements at entry)

- 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