



CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

Public Works Engineer II

Job Code: 404650	
Service Area: Public Services	
Service Unit: Public Works	
Salary Grade (Non-Union): 7	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Public Works Manager	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Responsible for supervising the following positions: N/A	
Description Prepared By Molly Maciejewski 12/19/2019 HR Review – AW, JC 12/2019 Legal Review – NN 9/11/2019	

Date Job Description Finalized

12/19/2019

Role Summary

The Public Works Engineer will provide engineering support to the Public Works Unit. The Engineer will serve as a resource for staff and as a project manager, working both in the office and in the field to effectively plan and manage projects to completion. The Engineer will administer engineering services contracts, review plans, manage projects and act as a liaison between field crews and staff in other departments. The engineer will assist in implementing an effective condition based asset management program. The role requires the application of diversified knowledge of civil engineering principles and practices. The Public Works Engineer will be expected to independently evaluate utility and infrastructure engineering problems and review plans and specifications. The Public Works Engineer will coordinate the work of consultants, contractors and staff assigned to the project.

The Public Works Engineer must have field experience, along with plan review and project management and construction oversight experience

Duties

Duties are performed under the direct supervision of the Public Works Manager or designee and may include the following:

Essential Duties

Performs civil engineering design, construction contract administration. Provide field support to City staff in maintenance and repair of the City's water, sanitary and stormwater systems. Onsite review of infrastructure in need of improvement for both emergency and planned construction. Collaborate with City staff and governmental agencies to utilize asset management tools to develop inspection, repair and replacement plans. Plans, develops and coordinates engineering projects of varying sizes. Assess proposed engineering evaluations and work performed by consultants and other professionals. Prepare bid documents and perform contract administration. Leads project teams. Interacts with staff, consultants and contractors. Perform visits to job sites evaluate above and below ground infrastructure, inspect construction projects and provide on-site field support to public works field crews.

Related Work

Reviews plan and specifications. Oversees engineering projects and develops new methods and approaches to uncommon assignments. Closely reviews work of consultants and project team members and assumes responsibility for correct and timely completion of assignments.

Knowledge of: (position requirements at entry)

- Water distribution and sanitary and stormwater collection systems
- Geographic Information Systems
- Leading small project teams
- State and federal regulations
- Civil engineering
- Public infrastructure design and construction

Skills and Ability to:(position requirements at entry)

- Technical report preparation
- Proposal 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 and miscellaneous office equipment

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor's Degree in Civil Engineering, Environmental Engineering or related engineering field from an accredited four-year college or university
- Minimum of three years of civil or environmental engineering experience

Licensing Requirements (position requirements at entry)

- Fundamentals of Engineering (FE)
- 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 including site plans, water meter, etc.. 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 (both hot and cold) including snow and ice, intense noise, and/or vehicle traffic. The incumbent may be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces. The incumbent may be exposed to domestic and wild animals.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.