



Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **ASSISTANT CITY ENGINEER**

**DEPARTMENT: PUBLIC SERVICES  
ENGINEERING DIVISION**

**GRADE 52**

### **CHARACTERISTICS OF THE CLASS:**

Under the direction of the City Engineer, performs professional level work of considerable difficulty involving the planning, permitting, construction and maintenance of private development and municipal projects. Incumbent organizes and directs the work of employees in the permitting and construction observation of private development projects as well as the design, inspection and construction of public works projects. Work includes preparing and analyzing plans, specifications and contracts for the construction of streets, underground utility systems, parking lots, sidewalks, storm sewers and buildings. Work is reviewed upon completion for results obtained. May perform duties of City Engineer in absence.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

1. Participates in Development Review Committee (DRC) process for all proposed private development in the City. Provides engineering plan review and comments to the DRC process.
2. Reviews proposed construction plans for all private developments in the City for conformance with applicable codes and standards. Provides feedback to engineer of records applicants for City engineering permits.
3. Assists in the process of public inquiry for City utility as-built documentation by directing City document management staff.
4. Plans, directs, and conducts field inspections of all newly permitted private development construction projects to ensure compliance with engineering plans and City issued engineering permits.
5. Plans, assigns, directs and evaluates the work of assigned subordinates.
6. Meets with the public and developers to discuss the City's codes and regulations, resolves residential complaints and responds to inquiries.
7. Designs, prepares and reviews plans, conducts field survey and prepares specifications, drawings and contracts for City projects.
8. Advises City departments on engineering related matters.
9. Maintains drawings, specifications, contracts, permits, inspection records, approved plans and other office records and compiles periodic reports on departmental activities.
10. Studies and investigates the causes of drainage related problems.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS:**

**A. Training and Experience:**

Bachelor's Degree in Civil Engineering from an accredited college or university; supplemented by five (5) years of progressively responsible experience in civil engineering and construction management. Must be registered as a professional Engineer in the State of Florida.

**B. Knowledge, Abilities and Skills:**

Knowledge of modern principles and practices of civil engineering, engineering methods, techniques of design and construction and maintenance of municipal projects.

Knowledge of management principles and methods.

Ability to schedule, assign and supervise the work of subordinates.

Ability to establish and maintain effective working relationships with fellow employees, city officials, superiors, subordinates, and the public.

Ability to prepare a variety of managerial reports.

Ability to evaluate the work of contractors on projects and to determine compliance with plans, specifications and applicable laws, ordinances and policies.

Ability to supervise inspectors and drafting staff.

Skill in making engineering computations and conducting engineering research.

**C. Physical Requirements: 3**

**D. Environmental Requirements: 3**

**E. Sensory Requirements: 6, 7, 8, 9**