



CITY OF BRANSON - POSITION DESCRIPTION

ASSISTANT ENGINEER

Grade: 35C
FLSA Status: Exempt
Department: Public Works & Engineering

ESSENTIAL DUTIES AND RESPONSIBILITIES

Requires a regular and consistent physical presence in and around the City of Branson facilities. The duties include the following:

1. Behaves in a manner that promotes a productive, healthy, safe and positive work environment by:
 - a. Depicting trustworthiness through integrity, truthfulness, consistency and honesty, and while protecting confidential information as necessary;
 - b. Creating and maintaining positive relationships at all levels by treating others with courtesy, respect and in a conflict-free professional manner;
 - c. Taking into consideration the effects on others, on costs, and on intended outcomes of decisions and actions are taken;
 - d. Upholding the public trust by being safe, enforcing safety, and working promptly, diligently, and with a focus on quality;
 - e. Showing impartiality and equity toward others, and not using job responsibilities to provide nor elicit special favors, and by not making promises that conflict with job duties and responsibilities; and
 - f. Adhering to all policies, laws, and regulations as applicable to the role and to being a citizen.
2. Follows the safe, ethical, and legal directives of the supervisor(s).
3. Supervises engineering activities relative to public improvements and program management for assigned area of responsibility as directed.
4. Reviews and recommends approval of public and private development plans and projects to ensure they meet the city's minimum design standards; provides advisement and assistance to city staff such as project managers and utility staff regarding the design of plans as they relate to city standards, policies and requirements.
5. Reads and analyzes survey data, construction plans, and drawings, legal descriptions, written instructions, field notes, property descriptions, etc. to perform engineering work.
6. Maintains city design, construction standards, and specifications.
7. Represents the department through preparing and delivering formal and informal presentations to civic groups, neighborhoods, and community members as part of the department's commitment to working with the community.
8. Represents the department at Planning & Zoning, and Open for Business meetings and may represent the department at city council meetings in absence of Director of Public Works/Engineering.
9. Prepares reports, makes presentations and maintains accurate records, notes, and other required documentation for assigned projects

10. Meets and discusses complaints, concerns, and engineering issues with citizens and city staff members.
11. Reviews plans and drawings for private development and municipal infrastructure of public improvement projects including street, sanitary sewer, water, storm water detention, traffic studies, engineering reports, water treatment facilities, wastewater treatment facilities, wastewater pumping facilities, and other public improvements.
12. Manages the planning, design, and construction of a city-wide recreational trail system.
13. Participates in preparation and maintenance of master plans for transportation, storm water, water and wastewater facilities.
14. Participates in the development and implementation of department policy and advises the Director of Public Works/Engineering of policy issues regarding capital improvement programs including making recommendations and decisions when appropriate.
15. Travels to a variety of construction and/or worksites to review projects and interpret plans.
16. Utilizes Microsoft Office Suite computer applications and specialized engineering software.
17. May serve as the Director of Public Works/Engineering in his absence as required.
18. Prepares and/or assists with preparation of Request for Qualifications (RFQ's)/Request for Proposals (RFP's) for infrastructure projects which will consist of transportation, storm water, water and wastewater.
19. Reviews, analyzes and evaluates project proposals, bid packets, specifications, plans, feasibility studies, cost estimates, reports, and makes recommendations to Director of Public Works/Engineering regarding approval of projects and bids.
20. Reviews work in progress and verifies satisfactory completion of projects.
21. Recommends approval/disapproval of payments.
22. Reviews site master plans and development plans including grading and paving, drainage and sanitary sewer, storm water, topographic and boundary surveys, rights-of-way, and legal descriptions, prepares agreements, monitors services, and evaluates reports.
23. Designs and conducts a variety of traffic engineering-oriented activities, including traffic flow analyses, intersection studies, and review traffic signal design for the installation of traffic control signage.
24. Estimates costs for a variety of capital improvement projects.
25. Reviews plans and plats and ensures they conform and/or are compliant with subdivision and zoning regulations, city standards, and city codes and ordinances.
26. Performs effectively as a member of the Public Works/Engineering department team in carrying out the City's stated mission and philosophy.
27. Other duties as assigned by supervisor

KNOWLEDGE, SKILLS, AND ABILITIES

*Any combination of education, training, and experience providing the following knowledge, skills, and abilities.

- Knowledge and understanding of principles and practices of civil engineering including surveying, design, and construction management.
- Knowledge of the design and operation of the hydraulic and electrical control systems for wastewater lift stations.
- Knowledge of wastewater treatment plant and water treatment plant design and operation.
- Knowledge of SCADA system design and operation for water and wastewater systems including wireless and fiber optic data networks.
- Knowledge of GIS systems and applications.

- Knowledge of traffic signal operation, complex mathematics as it relates to engineering work and calculations.
- Knowledge of ADA Transition plans.
- Knowledge and understanding of storm water principles and practices and use of hydrology software. Able to calculate storm water runoff utilizing rational method or other methods.
- Knowledge of details required for construction plans, statistics and engineering-related math, computer applications in assigned area of responsibility.
- Working knowledge of local, state and federal regulations and standards pertaining to assigned area of responsibilities.
- Working knowledge of federal, state and local laws and regulations affecting municipal capital improvement projects.
- Ability to establish and maintain good working relationships with a variety of people including consultants, architectural firms, city officials, contractors, associates, assigned staff, and the general public.
- Ability to accurately make engineering cost estimates on complex projects.
- Ability to exercise sound independent judgment, analyze situations and problems with a results-oriented focus, identify and evaluate solutions, and effectively implement determined action.
- Ability to read and interpret blueprints, schematic designs, manuals professional textbooks, etc.
- Ability to effectively prepare and present both written and verbal reports. Must communicate effectively both verbally and in writing in English.
- Ability to use various types of computer software and hardware.
- Ability to make recommendations that impact the budget.

PHYSICAL DEMANDS

The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms from ground level to six feet in height, bend, squat, kneel, talk and hear. The employee must be able to push and pull up to twenty-five (25) pounds for general administrative duties with assistance or specialized equipment. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to make periodic on-site inspections with regard to a wide variety of capital improvement projects. Some sites may involve heights in excess of 100 feet.

WORKING ENVIRONMENT

While performing the duties of this position, the employee is primarily indoors with heating and cooling regulated in a general office environment. The employee is occasionally exposed to outside weather conditions when working at construction and/or off-site work locations. Possible exposure to hazardous conditions and/or disease when at a construction work-site. Possible safety hazards associated with working in and around traffic and construction. The noise level in the work environment is usually low to moderate.

MINIMUM QUALIFICATIONS

- A High school graduate or GED equivalent is required.
- Requires graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field.
- Five years of progressively responsible experience preferred.
- Experience in the design/construction of civil engineering projects preferred.
- Registration as a Professional Engineer in the State of Missouri (or another State equivalent) as issued by the State Board of Registration for Professional Engineers required.
- Additional licenses or certifications may be required for this position.
- National Career Readiness Certificate preferred.
- Must possess and maintain a valid Motor Vehicle Operator's license.
- Must be at least 18 years of age.
- Must be able to pass a background investigation and drug and alcohol screenings.