



City of Neptune Beach Job Description

Job Title:	City Engineer	
Reports to (Title):	Public Works Director	FLSA: Exempt
Department/Division:	Public Works	Salary Range: \$75,000 to \$90,000

GENERAL SUMMARY:

The City Engineer is responsible for providing professional engineering guidance and assessments that impact strategic projects and operational needs within the City. The City Engineer coordinates the location of utilities with other agencies, manages the relocation of utilities, roadway, pavement, utility, park, and other improvement projects. The City Engineer advances capital projects, coordinates and manages continuing contracts, provides strategic engineering support, permitting, and regulatory compliance. In conjunction with the Public Works Director, the City Engineer supports strategic and master planning efforts, documenting, scoping, estimating, budgeting, scheduling, and management of activities for City's capital improvement projects and operational needs.

DUTIES AND RESPONSIBILITIES *:

- Provide strategic engineering input and complete project management tasks of multiple large- and small-scale projects on a daily basis. Manage capital projects impacting the maintenance and improvements of the City's assets including scope, schedule and budget.
- Manage utility coordination and design of capital projects impacting City. Analyze and provide feedback on County and FDOT project plans. Edit plans as necessary based on utility conflicts. Review identified utility coordination issues and design plans to relocate existing utilities impacted by project planning.
- Design and permit small capital projects as assigned.
- Prepare public solicitation documents as assigned.
- Review, track, and manage submittals.
- Support and manage consultants involved in City capital projects. Provide project management for capital projects. Ensure plan is administered according to scope, schedule, and budget under regulatory standards.
- Research and ensure permitting requirements prior to project implementation.
- Represent City in coordination with Regulatory Agencies, County and FDOT; serve as point of contact to communicate between stakeholders.
- Coordinate, prepare, and manage the various regulatory permits for the City such as the Municipal Separate Storm Sewer System (MS4), National Pollutant Discharge Elimination System (NPDES) Multi-Sector Generic Permit (MSGP), Consumptive Use Permit (CUP), Water Treatment Plant, and Wastewater Treatment. Associated regulatory compliance including annual reporting, attending meetings, sampling, testing, follow-up sampling, permit renewals, notices of intent, notices of termination, permit certifications and close-out forms, participation in the Tributaries Assessment Team (TAT), and Basin Management Action Plan (BMAP) reporting.
- Protect the health, safety and welfare of the Public.
- Track, monitor and report grant funding.
- Assists the Public Works Director with investigating and resolving public complaints and requests according to established policies and guidelines; consult with Public Works Director and make recommendations on matters not covered by specific policies and guidelines.
- Review work and progress of improvement or maintenance projects.
- Review of Rights-of-way applications including review and identifying utility coordination issues or other Public Works related issues.
- Assists other Departments with commercial and non-residential permit applications for site plan review, as needed.
- Perform all other related duties, as needed.

Knowledge, Skills, and Abilities:

Knowledge of engineering design principles, utility infrastructure and systems, regulatory requirements, risk management, contract administration and constructability. Knowledge of Project Management concepts. Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests

*(*These duties and responsibilities are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required)*

for information. Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently. Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills. Able to work independently with minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines. Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations. Proficiency in MS Word, Excel and Outlook, ArcGIS, and Auto Civil 3D.

Education and Experience:

Bachelor's Degree in Environmental or Civil Engineering, or other related engineering discipline from an ABET accredited school, and at least six (6) years of experience licensed as a Florida Professional Engineer.

Licenses and/or Certificates:

Valid Florida Driver's License.

Valid Florida Professional Engineer's License.

Valid Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector preferred or required within 12 months of hire.

Certification in Project Management preferred or required within 36 months of hire.

Certificate in Advanced MOT Training preferred or required within 18 months of hire.

WORKING CONDITIONS:

The physical conditions that apply to the Worker in this job are described as follows:

- ☒ None: The worker is **not substantially exposed to adverse environmental conditions**: the job likely consists of typical office work or administrative work.
- ☐ The worker is subject to **inside environmental conditions**: protection from weather conditions but not necessarily from temperamental changes (i.e., warehouses, covered loading docks, garages, etc).
- ☐ The worker is subject to **outside environmental conditions**: no effective protection from the weather.
- ☐ The worker is subject to **extreme cold**: temperatures below 32 degrees for periods of more than one hour.
- ☐ The worker is subject to **extreme heat**: temperatures above 100 degrees for periods of more than one hour.
- ☐ The worker is subject to **noise**: there is sufficient noise to cause the workers to shout in order to be heard above the surrounding noise level.
- ☐ The worker is subject to **vibration**: exposure to oscillating movements of the extremities or whole body.
- ☐ The worker is subject to **hazards**: including a variety of physical conditions, such as proximity to moving vehicles on roadways, mechanical parts, electrical current, working on scaffolding and high places, or chemicals.
- ☐ The worker is subject to **atmospheric conditions**: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- ☐ The worker is subject to **oils**: there is air and/or skin exposure to oils and other cutting fluids.
- ☐ The worker is required to wear a **respirator**.

PHYSICAL ACTIVITIES:

Essential physical activities:

<input type="checkbox"/>	Climbing	<input type="checkbox"/>	Balancing	<input checked="" type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Kneeling	<input checked="" type="checkbox"/>	Crouching	<input type="checkbox"/>	Crawling
<input checked="" type="checkbox"/>	Reaching	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Lifting
<input type="checkbox"/>	Fingering	<input type="checkbox"/>	Grasping	<input type="checkbox"/>	Feeling	<input checked="" type="checkbox"/>	Talking	<input checked="" type="checkbox"/>	Hearing	<input checked="" type="checkbox"/>	Driving
<input type="checkbox"/>	Repetitive Motion										
<input type="checkbox"/>	Other (list):										

MATERIALS AND EQUIPMENT:

Machines, tools, equipment, electronic devices, software, etc. used by position:

- ☒ Camera/photographic equipment
- ☐ Cleaning supplies (for firearms)
- ☐ Commercial vehicle
- ☒ Data processing equipment
- ☒ Handcart
- ☐ Hand tools
- ☒ Headset
- ☒ Office equipment (desk, chair, phone, etc.)
- ☒ Office machines (copier, facsimile, calculator, cash register, etc.)
- ☒ Office supplies (pens, staplers, pencils, etc.)
- ☒ Packaging materials (boxes, shrink wrap, etc.)
- ☒ PC equipment (monitor, keyboard, printer, etc.)
- ☒ PC software
- ☐ Public safety equipment (firearms, radar, radio, mobile video systems, etc.)
- ☐ Other (list): OC spray, handcuffs, baton, gas mask

DISCLAIMER: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

For Office Use Only

Revision Date: October 26, 2022
 Previous Revision Date: February, 1996, July 2001, January, 2004, June 2015
 Previous Title: Director of Public Works – City Engineer