



## **REGISTERED PROFESSIONAL ENGINEER**

**Salary: Based on qualifications and experience**

**Established: August 2009**

### **NATURE OF WORK:**

This is professional engineering work in the office and field involving the design, construction, inspection, and project management of moderately complex municipal capital projects. Work entails the evaluation, selection, and application of standard engineering techniques, procedures, and criteria to the design of moderately complex capital projects. An employee may be responsible for reviewing plans for public roadway and/or bridge projects and/or for private development. An employee will use sound professional and independent judgment in making minor adaptations and modifications to assigned projects which have clear and specified objectives. Supervision may be exercised over general contracting firms that have been contracted by the CRA, subordinate engineering staff, and/or clerical personnel. An employee reports to the CRA Executive Director, or his designee, and may be expected to review and approve work for conformity to project specifications and, when necessary, to then seals plans. This job is not of a routine, clerical or ministerial nature.

### **ESSENTIAL FUNCTIONS:**

(The examples of work listed in this class specification are not necessarily descriptive of all work that may be assigned. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position.)

Reviews plans submitted by other agencies, municipal entities, and/or the general public to ensure conformity to Code specifications and policies of the City.

- Designs moderately complex municipal capital projects; prepares and examines preliminary and final plans, preliminary cost estimates, and specifications. Acts as project manager after completion of design phase of assigned project; conducts field investigations concerning general construction in progress; researches underground utility records and engineering plans to support field investigations.
- Inspects construction of capital projects for conformity to specifications; may supervise subordinate engineering technicians assigned to project.
- Researches and investigates variables which may affect projects; makes minor adaptations and modifications as needed; refers problems involving higher complexity to an engineering superior.
- Assists in the formulation of financial and legal documents and/or contracts for assigned projects between the City and private contractors; composes bid forms which accompanies construction specifications delivered to private bidders.
- Prepares progress reports daily, weekly, monthly, annual and special reports, as needed. Tracks and organizes information routine to area of assignment.
- Prepare permit applications suitable for submission to appropriate agencies (ie. City of Miami, Miami-Dade County, EPA, FDOT, etc.)
- Prepares, monitors, and coordinates contracts for CRA projects, such as residential and/or commercial rehabilitation rebuilding, retrofitting and new construction, environmental contracts, maintenance contracts, and other contracts as needed.
- Provides specific information to the public concerning capital projects in progress.
- Applies appropriate personnel policies pertaining to approval or disapproval of leave request and overtime authorizations; initiates appropriate disciplinary actions and evaluates subordinate employee performance.
- Performs other related work as required.

### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

(The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of this job.)

- Thorough knowledge of principles and practices of engineering relating to preparation of plans and specifications, inspection, plan review and project management for various moderately complex capital projects.
- Thorough knowledge of approved safety standards relating to traffic maintenance, structural designs and specification.
- Ability to adapt approved engineering methods and standards to the design and construction of various moderate complex municipal capital projects.
- Knowledge and computer literacy in CADD and other engineering software systems. Ability to prepare technical reports and cost estimates for various moderate complex municipal capital projects or for infrastructure upgrades on private development projects..
- Knowledge of departmental work rules, Civil Service Rules and Regulations, administrative policies, and applicable labor contracts.
- Ability to instruct subordinate engineering personnel in proper work methods and supervise their work.
- Ability to express facts and ideas clearly and concisely, both orally and in writing.
- Ability to understand environmental, financial, and legal documents and/or contracts.
- Good physical condition.

### **REQUIREMENTS:**

Graduation from a college or university in accordance with Chapter 471 of the Florida State Statutes with specialization in engineering; considerable (2-4 years) experience in the practice of engineering; and A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the CRA. Graduation from an engineering program accredited by the American Board of Engineering Technology (ABET) required.

### **SPECIAL REQUIREMENT:**

Special certification or a Master's degree in Civil Engineering is desired.

### **TOOLS AND EQUIPMENT:**

Tools and equipment used are, but not limited to, a computer and other office equipment, camera, and water quality test kits and sampling equipment and materials testing equipment for construction projects.

### **PHYSICAL DEMANDS:**

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

Work is generally performed in the office and outside. An employee will frequently work alone, sit, use telephone, have contact with the general public, lift up to 35 lbs., and under normal conditions, drive motor vehicles.