JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Engineer</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Engineering Dept</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Engineer</td>
<td>Pay Grade:</td>
<td>NB PayScale</td>
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<tr>
<td>Location:</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>Effect Date:</td>
<td>04/03/03</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a technical engineering position within the Engineering Department. The project engineer assists the city engineer in planning, construction, and maintenance of various public works projects. He or she is expected to solve problems of a technical nature; professional engineers are available for assistance. Professional supervision and direction is provided by the city engineer.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responsible for the data gathering, design, preparation of plans and specifications of various public works projects.
- Completes research studies and compilation of comprehensive reports.
- Prepares plans, estimates, inspections, reports, contract documents, and related materials for major projects.
- Assists in the long-range planning for public works and utility engineering improvements.
- Utilizes computer aided drafting and design programs for layout and design of public works projects.
- Operates transits, levels or total station equipment in performing location, topographic, and construction layout survey work.
- Locates property corners and lot lines and references permanent markers; may determine ownership and description of property.
- Maintains required records and makes necessary reports.
- Creates special assessment plats and schedules.
- Conducts quality control tests and inspections to insure public improvements are being installed, reconstructed, or repaired in compliance with applicable ordinances, specifications and standards.
- Investigates and responds to citizen information requests regarding engineering related issues.
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of modern principles and practices of civil engineering as related to the preparation of plans and specifications for public works projects.
- Knowledge of modern methods and techniques as applied to the design, construction, and maintenance of public works projects.
- Knowledge of current developments in the field of civil engineering.
- Knowledge of land and engineering survey systems, methods, and techniques.
- Knowledge of the principles, practices and techniques of engineering drafting, including computer-aided drawing.
- Ability to adapt approved engineering methods and standards to planning, construction, and maintenance of various public works projects.
- Ability to establish and maintain effective working relationships with fellow employees, civic groups, and the general public.
• Ability to express ideas clearly and concisely, orally and in writing.
• Ability to efficiently create computer generated drawings utilizing AutoCad.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephone, two-way radio, written format and face-to-face.
- Ability to produce precise penciled and inked drawings, maps and construction plans.
- Ability to operate levels, transits or total station survey equipment.
- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas for the purposes of site review, bridge and construction inspections and surveying.
- Physical ability to perform inspections and quality control tests of asphalt, soil, aggregates, concrete and other construction materials. Work may involve walking long distances, climbing in and out of trenches or sewer pipes, digging with shovels and carrying equipment and test samples.
- Ability to bend, stoop and lift and carry up to 75 pounds for sampling and testing of construction materials.
- Ability to lift and pound hubs into the ground with an eight-pound sledge hammer.
- Ability to operate computer keyboard and calculator.
- Ability to perform mathematics necessary for civil engineering functions.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS
List the minimum requirements to be considered for this position:

- Graduation from an accredited four-year college or university with major course work in civil engineering or similar related field.
- Must be registered as an Engineering Intern with the Iowa State Board of Engineering Examiners or obtain registration within six (6) months of employment.
- Must have at least six (6) months using AutoCAD Release 13 or higher.
- Must have valid Iowa driver’s license.

- Work experience in the areas of public works projects construction or engineering preferred.
- Work experience with Softdesk Civil Engineering Design Software preferred.
- Experience with Total Station Survey Equipment preferred.

WORKING CONDITIONS
List working conditions for this position:

- Works in an office environment and in the field.
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS
List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical