

Job Description

Project Manager – Design - Engineering Services

Engineering Services
EN21

FLSA Designation: Exempt
Pay Grade: 19



JOB SUMMARY

This position is responsible for the design and construction management of City of Auburn construction projects.

MAJOR DUTIES

- **Designs public works projects (e.g. roadway and intersection improvements, drainage improvements, sidewalks and bicycle facilities, water and sewer line improvements, and parks and recreation improvements). (35%)**
 - Prepares/sketches working drawings and specifications for infrastructure improvements by analyzing topographical survey data, reports, maps, drawings, etc., to plan and design projects.
 - Assists in topographical surveys for complete and accurate analysis of design projects.
- **Manages City-related construction projects to ensure compliance with City Standards and Specifications. (30%)**
 - Assists in preparing construction drawings and specifications; oversees contractor and subcontractors during projects; manages the clarification of plans and specifications; handles design adjustments; corresponds with residents; prepares cost estimates; checks bonding and licensing requirements; arranges pre-construction meetings; handles change orders; manages pay requests.
 - Maintains field notes concerning daily project activities; reviews as-built drawings; coordinates construction projects with other City departments.
 - Maintains records of daily project activities and miscellaneous construction forms on projects that involve ALDOT, ADEM, or federal funding.
- **Calculates costs and determines project feasibility based on analysis. (10%)**
 - Compiles and analyzes data on site conditions, including geographic location, topography, drainage and floodplain information.
 - Uses data to develop layouts, drainage plans, landscape plans, and utility plans for potential projects.
- **Coordinates activities with other City personnel. (10%)**
 - Consults with City Engineer, Engineering Manager, and other department managers.
 - Keeps immediate supervisor and designated others fully and accurately informed concerning work-related issues.
- **Performs plan review and related duties. (10%)**
 - Reviews consultant plans, specifications and estimates.
 - Reviews department design plans.
 - Reviews road, drainage and sewer plans for private developers.
 - Resolves questions and concerns from internal and external customers.
 - Performs inspections of roadway bridges.
 - Assists in the development of working standard details for construction.

- **Performs related duties. (5%)**
 - Demonstrates punctual, regular, and reliable attendance.
 - Attends meetings, workshops, and training sessions.
 - Provides innovative solutions to enhance current processes and procedures and/or resolve workplace issues.
 - Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of civil engineering principles including highway design, hydrology, flood routing, erosion control, hydraulics, and structural and concrete design.
- Knowledge of water, storm sewer, and sanitary sewer construction principles, practices, and techniques.
- Knowledge of mathematical principles and practices used to calculate pipe slopes, elevations, slope and distance, and vertical curves.
- Skill in researching legal descriptions, property boundaries, and subdivision plats.
- Skill in operating engineering and surveying software.
- Skill in preparing and presenting accurate and reliable reports containing findings and recommendations, including grant proposals.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and written policies, procedures, and instructions.
- Ability to use logical and creative thought processes to develop solution according to written specifications and/or oral instructions.
- Ability to operate design software (AutoCAD, Carlson) to create civil engineering working drawings.

SUPERVISORY CONTROLS

The Engineering Manager assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City standard drawings and specifications, ALDOT specifications, the Engineering Design Manual, local building codes, bid laws, drafting standards, subdivision regulations, the zoning ordinance, storm water regulations, US Army Corps of Engineers permitting policies, the MUTCD, the state bridge inspection manual, ADA requirements, City and department policies and procedures, and City of Auburn Core Values, Vision, and Mission statements. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering duties in support of City-related construction projects. Strict deadlines contribute to the complexity of the position.
- The purpose of this position is to provide engineering support for design and construction projects. Success in this position contributes to the provision of accurate reviews, accurate plan developments and cost analyses, and cost-effective construction projects.

CONTACTS

- Contacts are typically with co-workers, representatives of state and federal agencies, contractors, developers, other engineers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, defend or justify matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing, stooping, bending, crouching,

or walking. The employee occasionally lifts light objects weighing less than 24 pounds and heavy objects weighing 24 or more pounds and uses tools or equipment requiring a high degree of dexterity.

- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or related field; and;
- 1 to 3 years of related experience; or
- Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities necessary to perform the work.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.