

*****ATTACHMENTS*****

Job Description

Job Title:	Civil Engineer/Project Manager	Department:	Department of Public Works
Reports To:	City Engineer	Classification:	Salaried Exempt
Wage:	Salary Grade 11	Date Issue:	Salaries & Grievances 4/11/16 Common Council approval

Position Summary

Under the general direction of the City Engineer, in some cases independently, is responsible for the development of plans and specifications for engineering/public works projects, and to supervise and coordinate the construction of such projects.

Essential Duties & Responsibilities

1. Plans, designs, and supervises the preparation of plans, specifications, cost estimates, maps, and drawings for all municipal engineering work such as storm and sanitary sewers, streets and alleys, docks and dock improvements, municipal structures, and traffic and park improvements.
2. As assigned, acts as technical advisor to Common Council committees, citizens' groups, other City departments, and the public.
3. Project manager for City engineering projects, acts as the City's agent in management and oversight of infrastructure projects and performs field changes as necessary.
4. Assists in the development and updating of NPDES Stormwater Permit requirement procedures and planning including maintenance of storm of storm system map, public education and involvement, pollution elimination programs, and water quality monitoring.
5. Assists in the development and updates of City infrastructure and control ordinances and monitors appropriate legislative and regulatory actions related to engineering and infrastructure.
6. Utilizes computer systems for gathering data and operates CAD, GIS, and other automated engineering systems.
7. Review and approve grading plans, erosion control plans, and stormwater management plans for the purpose of determining compliance with City standards, responsible for applying NR216 and 151, and all other applicable rules to developments.
8. Inspect and determine compliance with approved plans for the field implementation of erosion control and stormwater management measures, and is responsible for field observation and documentation of erosion control measure for construction work in progress on a weekly and rain event basis.
9. Effectively supervises subordinates and directs compliance with all City ordinances and regulations.
10. Analyze planning reports of others and formulate recommendations into specific, detailed, precise, and technically accurate engineering plans and specifications.
11. Uses sound engineering judgment and scientifically accepted methods in providing solutions and avoidances related to City related projects having impact on the municipality.
12. Attend public meetings to present and discuss various phases of engineering projects as directed by the City Engineer.
13. Performs other duties as required.

Qualification Requirements

1. Thorough knowledge of the laws, codes, principles, practices, modern methods, and techniques pertaining to civil engineering and construction.
2. Ability to plan, organize, assign, supervise, and inspect the work of subordinates.
3. Ability to perform difficult technical research and make comprehensive recommendations and reports.
4. Ability to operate CAD, GIS, and other automated engineering systems.
5. Ability to communicate effectively both orally and in writing with public, staff, City official, the press and the public.
6. Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, and other governmental officials and the public.

Education / Experience / Certifications

Requires a Bachelor's Degree in Civil Engineering from an accredited college or university, plus a minimum of five (5) years of professional civil engineering experience demonstrating increasing responsibility, including supervisory experience.

Registration as a professional engineer in the State of Wisconsin, or ability to obtain registration within six (6) months.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

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 qualified individuals with disabilities to perform the essential functions.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer
In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.