

CITY OF BARTLESVILLE

CIVIL PROJECT ENGINEER—ENGINEERING

JOB SUMMARY

Under general supervision of the City Engineer, plans, designs and administers public works and capital improvement projects. Coordinates designs with consultants. Reviews development plans. Serves as liaison with contractors, consultants and regulatory agencies. Coordinates and oversees day to day operation of NPDES program. Aides in development and analysis of traffic studies. Provides engineering support for other departments. Plans and budgets for future capital improvement projects. Develops and maintains engineering standards for subdivisions and commercial developments. Prepares legal descriptions and obtains temporary and permanent easements for projects. Inspect public and private storm water facilities at least annually and order maintenance when needed. Responds to citizen complaints and problems. Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited four-year college or university in Civil Engineering, or a related field; or, Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** **EIT/FE Knowledge of:** Principles and practices of civil engineering as related to design and preparation of plans and specifications for a variety of public works projects. Current developments and literature in the field of civil engineering. Recordkeeping, report preparation, filing methods and records management techniques. Basic budgetary principles and practices. Administrative principles and practices, including goal setting and implementation. Administration of staff and activities, either directly or through subordinate supervision. Applicable state, federal and local ordinances, laws, rules and regulations. All computer applications and hardware and software related to performance of the essential functions of the job. **Skill in:** A high level of analytical skills necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies. An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction. Using tact, discretion, initiative and independent judgment within established guidelines. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols. Using mathematics. Communicating clearly and effectively, both orally and in writing. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff. Preparing clear and concise reports, correspondence and other written materials. **Mental and Physical Abilities:** Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing department at in-house or outside public meetings. Ability to plan and direct a public works engineering program. Ability to understand and interpret complex engineering plans and to formulate engineering specifications. Ability to establish and maintain effective working relationships with subordinates, contractors, consultants, public officials, and the general public. Ability to read, analyze, interpret and stay current on professional periodicals and journals, innovative and/or technical procedures and government regulations. Ability to speak effectively before public groups and respond to questions. Ability to interpret a variety of instructions in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. While performing the essential functions of this job the employee is regularly required to sit, walk, stand, use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl, and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 40 pounds. **Working Conditions:** Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

HOW TO APPLY Submit application to Human Resources, 2nd Floor, City Center, 401 S. Johnstone Ave.

Accepting applications from September 7, 2018 to September 28, 2018 or until filled.

Salary varies depending upon qualifications; salary range \$27.18-\$40.76 per hour

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / 918-338-4277