



Inspire, Educate, Involve, Communicate

Position Title:	Engineering Specialist
Department:	Public Works – Engineering Division
Supervisor:	City Engineer
FLSA Status:	Non-Exempt, Regular Full Time
2017 Salary:	\$27.07 - \$36.48
Hours of Work:	8 am – 4:30 p.m.

**Job Summary:**

Performs routine to skilled technical work assisting the City Engineer in the execution of civil engineering services, including: permitting, reviews, construction inspection, engineering functions for public improvements, private developments, and other City projects.

This position works under the general and technical supervision of the City Engineer, and seasonally involves substantial time spent performing outdoor field work and inspections. The duties and responsibilities of this job are performed with latitude for independent judgment in accordance with Department and City policies, Federal, State, and Local regulations. Work is subject to review by the City Engineer, who provides input on and approval of recommendations, directs assignments, priorities, and work.

**Essential Duties and Responsibilities:**

- Administers Department permitting, including right-of-way, parking lot, and driveway permits.
- Maintain public infrastructure mapping records as established by procedures and/or as needed.
- Provide technical support to Public Works, Community Development and other departments as needed.
- Construction inspection as needed of City projects involving streets, alleys, sidewalks, storm sewers, sanitary sewers and water main.
- Monitors construction sites, evaluates progress, and ensures conformance to construction plans, specifications and construction standards.
- Assist with City water resource program inspections.
- Assists with answering questions and providing information to residents, property owners, City Council, other City Staff, consultants, contractors, developers, and private utility companies.

- Assists with administration of the City's Pavement Management Program.
- Perform traffic engineering data collection as needed.
- Perform other duties and activities as assigned.

**Minimum Qualifications:**

- Two years college level coursework in civil engineering or related field, or two year technical degree in civil engineering technology or related field, or equivalent experience. One year of work experience in a related field is equivalent to one year of education experience.
- Experience in municipal engineering or a construction related field.
- Familiarity with current municipal construction methods and practices.
- Knowledge of and ability to use Microsoft Word, Excel, and Outlook.
- Knowledge of and ability to use smart phones and tablets.
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to understand and interpret complex engineering plans and various work related materials.
- Ability to deal effectively with adverse situations with tact, courtesy, and sound judgment.
- Valid Minnesota driver's license.
- Knowledge and understanding of applicable work safety standards.
- Ability to physically perform essential duties and responsibilities of the position.
- Ability to regularly stand, walk, and sit for sometimes long periods.
- Ability to bend, stoop, crouch, or kneel when inspecting construction, occasional lifting of objects up to 75 pounds.

**Desirable Qualifications:**

- Knowledge of Springbrook software applications.
- Knowledge of and ability to use ESRI ArcMap software.
- Familiarity with current MNDOT and CEAM specifications.
- Four (4) years progressively responsible engineering experience.
- Knowledge of surveying principles and ability to use automatic level and GPS instruments.
- Knowledge of governmental practices and policies.

