

## **CLASS TITLE: PROFESSIONAL ENGINEER**

**PURPOSE OF THE CLASSIFICATION:** Under direction performs engineering work requiring advanced professional applications in the planning, design, construction, inspection and/or coordination of Public Works projects; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Reviews subdivision plans and project work to ensure that proposed infrastructure conforms to City standards and specifications
- Coordinates with project managers and consultants
- Designs and develops various projects and may manage special projects requiring some supervision of subordinates
- Prepares and maintains contract documents and addendums
- Prepares and processes change orders
- Makes comprehensive studies and prepares status reports
- Administers and monitors contracts and bids
- Provides technical assistance on projects
- Reviews and approves billings and payments
- Makes site investigations and inspections to ensure that construction adheres to original plans and specifications and complies with City requirements
- Prepares quantity and cost estimates
- Conducts research and testing and operates water or sewer treatment plants, landfills, and refuse plants (in some positions)
- Investigates citizen complaints and recommends solutions to them
- Prepares advertisements for bids on projects, compiles bids, and makes recommendations on contract awards
- Supervises the drafting of various projects
- Coordinates the technical planning, design, and development of Public Works projects
- Supervises the acquisition and easements of property for Public Works projects
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil, electrical, or mechanical engineering, and four (4) years of progressively responsible related engineering experience; and experience in at least four (4) of the five (5) engineering areas as stated in the Engineering Services Progression Criterion Document.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of engineering, drafting, and design as related to municipal Public Works projects; considerable knowledge of construction and maintenance methods, materials, tools, and of street, sanitary sewer, water, and stormwater related to Public Works projects; good knowledge of property descriptions; good knowledge of the principles and practices of land surveying; and considerable knowledge of engineering mathematics. Ability to plan and supervise the work of subprofessional assistants; ability to make independent investigations of complex engineering problems in connection with design work; ability to prepare reports of technical and advanced engineering information; ability to make complex engineering calculations quickly and accurately; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Registration as a Professional Engineer in the State of Oklahoma; some positions within this classification require possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires travel to various City locations to conduct inspections and field investigations.

**Class Code: 2017**

**EEO Code: E-02**

**Pay Code: EX-40**

**Group: Engineering, Planning and Technical**

**Series: Professional Engineering**

**Effective date: July 1, 2000**