

Position Title	CIVIL ENGINEER	Department	Engineering
FSLA Status/ Union	Exempt Non-Union	Residency Requirement	None
Supervision Received	Lead Engineer of Public Works	Supervision Exercised	No
Subject to Recall	May assist during emergencies or widespread outages	Shift Work	No

Description of Work

Under the general supervision of the Lead Engineer of Public Works, performs a variety of professional engineering work associated with the design and construction of streets, trails, storm sewer, water distribution and treatment system, wastewater collection and treatment system, bridges, various structures and other public facilities.

Qualifications

- A Bachelor of Science Degree in Civil Engineering or equivalent engineering degree from a university or college. If equivalent engineering degree, must have relevant civil work experience.
- Three to five years of engineering experience preferred.
- Registered Professional Engineer in the State of Nebraska preferred
- Must possess valid State driver's license.

Essential Functions of the Job

- Plan, supervise, and participate in the design and preparation of plans and specifications for construction projects and other projects including streets, storm sewers, water distribution and treatment, wastewater collection and treatment, curbs, trails and sidewalks, gutters, drainage facilities, building maintenance projects, bridges, viaducts and related appurtenances. Review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Supervise and participate in the inspection of construction projects to ensure that City specifications and standards are met. Consult with contractors, engineers, private sector and representatives in carrying out various public works projects. Ensure accuracy of project list, including status and itemized estimates.
- Administrative duties include providing input into budget preparation including the One and Six year program; assist with long range planning; oversee and monitor construction contracts; review contractor billing regarding construction expenses; tabulate project costs; determine property assessments; prepare cost estimates for project plans; preparing permits; assist in the maintenance of engineering and infrastructure records.
- Perform duties essential for the proper coordination of joint projects with county, state and federal entities
- Assist in the evaluation and review of transportation and traffic impacts of development proposals, permits, rezones, plats, legal descriptions and surveys, grading and drainage issues, etc., prepares traffic, utility and other studies and reports.
- Provide operational support and analysis for the street, water and sewer departments.

Additional Examples of Work Performed

- May serve as member of various employee committees.
- Write and present technical reports.
- Perform related work and all other duties as assigned.

Required Knowledge and Abilities

This position requires knowledge, skill or the ability to obtain skill in the following areas:

- Extensive knowledge of engineering and municipal public works administration, modern and complex principles and practices of Public Works programs, and pertinent Federal, State, and local laws, codes and regulations.
- Extensive knowledge of engineering principles, procedures, standards, and practices as applied to streets, drainage channel activities, trails, sidewalks, water and sewer lines, traffic engineering, and development of property.
- Extensive knowledge of City functions and responsibilities in satisfying and remedying community need, desires, and problem areas, along with requirements of a City's Street Fund made up of wheel tax, gas tax and Federal Buyout money received from the State.

- Ability to perform complex mathematical calculations.
- Ability to perform complex technical analysis of engineering projects.
- Ability to develop effective solutions to operational problems with equipment and facilities.
- Ability to think independently and to use logic along with all the known facts to render appropriate decisions.
- Ability to give direction to other employees and contractors.
- Ability to read and interpret drawings, etc.
- Ability to operate department vehicles.
- Ability to establish and maintain excellent working relationships with fellow employees, contractors, and the public.
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, employees, consultants, other governmental agency representatives, City officials, and the public.
- Ability to exercise ethical judgment.
- Excellent written and oral communication skills.
- General knowledge of construction trade activities.

Equipment/Job Location

Proficiency in the use and operation of equipment including but not limited to the following:

- computer
- compaction/soil density gauges
- traffic counters
- hand and power tools
- AutoCAD and ArcMAP
- department vehicles

Work normally performed in an office setting with some work in the field at various project sites. Duties are regularly performed on the day shift, may be called upon at other times for maintenance, repair or operational work of an emergency nature or as otherwise required.

ENVIRONMENTAL CONDITIONS

Exposure to:	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Acidic, harsh or oily substances	X		
Blood-borne pathogens	X		
Chemicals/hazardous waste	X		
Contaminants (pollutants, gases, dust or odors)	X		
Electrical hazards	X		
Extreme brightness	X		
Extreme cold (non-weather)			
Extreme darkness	X		
Extreme heat (non-weather)	X		
Fumes or airborne particles	X		
Infectious bacteria	X		
Minor burns, cuts, bites or stings	X		
Outside weather conditions	X		
Radiation	X		
Toxic or caustic chemicals/chemical spills	X		
Vibration	X		
Wet and/or humid conditions (non-weather)	X		
Regular use of or subject to:			
Computers/Monitors			X
Confined spaces	X		
Firearms or other controlled equipment			
High or precarious places	X		
Moving mechanical parts	X		
Respirator/SCBA			

PHYSICAL REQUIREMENTS

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Standing		X	
Walking		X	
Sitting		X	
Reclining			
Change of Position	X		
Reaching (extended hands/arm)		X	
Reach across Midline	X		
Handling (hold, grasp, seize, turn)			X
Fingering (pinch/pick/type)			X
Feeling (perceive attributes of objects)		X	
Crouching/Squatting (bend legs/spine)	X		
Crawling	X		
Balancing	X		
Stooping (bend at waist)	X		
Kneeling	X		
Climb (ladder/stairs)	X		
Talk		X	
Hear		X	
Taste or Smell	X		
Near Acuity		X	
Far Acuity		X	
Depth Perception		X	
Color Distinction		X	
Field of Vision		X	

MACHINE CONTROL OPERATION

Task	Occasional (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Arm/Hand	X		
Leg/Foot	X		
Simple Grasp (grasp lightly)	X		
Firm Grasp (use pressure/force)	X		
Fine Manipulation	X		

LIFTING

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Lifting/Lowering (waist level)	25-50 lbs		
Lifting/Lowering (chair to floor)	25-50 lbs		
Lifting/Lowering (above shoulder)	25-50 lbs		
Carrying	25-50 lbs		
Pushing/Pulling (force exerted)	25-50 lbs		

Noise Level – Quiet to Moderate

In compliance with the Americans with Disability Act, City of Hastings provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The above description is intended to describe the duties of an employee in general terms and does not necessarily describe all duties. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.