

Engineer 4 - Lead

DEPT: Engineering
DIV:
DATE: November 2023

FLSA: Exempt
EEOC: Professionals



POSITION SUMMARY

Performs a variety of advanced level, **professional and technical** duties as needed to assist in coordinating and participating in the design, development and construction of city infrastructure and development improvements; serves as an engineering project leader or manager.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Engineer or Assistant City Engineer.

SUPERVISION EXERCISED

Provides close to general supervision to in-house and contract engineering staff on a project-by-project basis.

May provide close to general supervision to office staff and field technician(s).

ESSENTIAL FUNCTIONS

Conducts engineering review and approval of commercial and development project plans and construction drawings; ensures compliance with codes and standards; screens for traffic, parking, drainage, utility, roadway and right-of-way issues; coordinates and directs the preparation of site and development bonds and associated reimbursement agreements; coordinates city and private contract interface and overlaps; negotiates shared benefits for private projects and public infrastructure projects.

Assists in a variety of operations and activities undertaken by the engineering division related to project design, management, infrastructure analysis, public works systems, project priorities, engineering reviews, reports for proposed projects and developments, preliminary and final design of utility systems and road projects; aids in establishing city master plans for various utility systems and roads.

Serves as liaison with federal, state, county, and local jurisdictions; represents the city as staff to various commissions and task forces; prepares various reports, projections, and evaluations as required; provides input to planning commission, city council and committees in a timely manner.

May act as City Floodplain Manager, including the review and approval of developments within the floodplain and the administration of Lehi City floodplain development permits. Coordinates with and reviews applications to FEMA.

May act as the City's "Engineer of Record" with the State of Utah to be responsible for the maintenance and submission of hydraulic water models.

Assists with various aspects of project management and scheduling; insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion; conducts and coordinates project inspections.

May review public works project plans to determine compliance with established public works policies, rules, regulations, ordinances, etc.; may perform periodic public works inspections to assure compliance with material specifications and work quality.

Receives, processes and responds in a timely manner to citizen complaints related to engineering of utilities, transportation, etc.; review issues, evaluates options for solutions consistent with existing standards, codes and ordinances; makes recommendations for changes in standards and ordinances as circumstances dictate.

Attends weekly Development Review Committee (DRC) meetings, planning and zoning committee meetings, and other meetings as requested.

Performs work in coordination with federal, state, and county agencies related to various public works projects as may be required to meet applicable laws, codes, standards, and grant obligations.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in civil engineering or related engineering field;

AND

B. Eight (8) years of progressively responsible experience directly related to above duties in municipal engineering, two (2) years of which must have been as a licensed Professional Engineer (PE);

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of engineering equipment; computerized engineering systems and instruments (CAD) and related peripheral equipment; knowledge of political, legal and governmental processes affecting various engineering programs and project management, software applications and basic programming related to specific engineering and GIS software; civil engineering methods, principles and practices; commercial/retail site and subdivision development with a broad understanding of the design/construction of roadways, sewer and storm drainage piping/detention systems, and water systems including pumping and transmission systems & water storage; construction methods and materials common to public works projects; uniform building codes; planning and zoning codes, engineering standards and codes; technical and practical design of public works systems; interpersonal communication skills.

Skill in organization, the art of diplomacy and cooperative problem solving.

Ability to communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be a licensed Professional Engineer (PE) within the State of Utah.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks may require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel and training required in the course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)