



## **JOB DESCRIPTION**

Title: **SENIOR CIVIL ENGINEER**  
Department: Public Works/Engineering  
Class Code: 3130  
FLSA Status: Non-Exempt  
Effective Date: May 15, 1995 (Rev. 08/2019)

### **GENERAL PURPOSE**

Under general supervision from the City Engineer, is responsible for project management, construction management, professional/technical engineering, engineering design and review, standards, survey work, inspections, Engineering staff supervision, CAD, pavement management and other engineering software applications.

### **ESSENTIAL DUTIES**

- Prepares and approves designs for Public Works/Engineering projects in accordance with general engineering principals and Murray City standards; determines scope, designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for road projects; conducts and coordinates design and construction surveying, provides construction staking; serves as Project Engineer on Public Works/Engineering projects.
- Supervises, trains, and evaluates Engineering Division staff; assists in hiring, evaluating, and disciplining employees.
- Manages construction projects, conducts construction inspections, reviews and approves contractor pay requests; reviews and processes construction change orders.
- Prepares legal descriptions, documents, and draft agreements for City right of way acquisitions; meets with property owners to discuss right of way purchases for roadway projects; selects and works with real estate appraisers and consultants to determine market value of right of way acquisitions.
- Provides design data for surveying, and engineering applications using Computer-Aided Drafting (CAD); Pavement Management; word processing; spread sheet; Geographic Information Systems (GIS); uses appropriate computer hardware; responsible for the data input and production of digital maps, surveys, engineering drawings, and special database reports for Public Works Department.
- Conducts engineering division review and approval of residential subdivision and commercial project plans and construction drawings during subdivision or building permit review process; insures compliance with codes and standards; screens for traffic and parking issues, drainage issues, right-of-way issues and special requirements of planning commission actions.
- Acts as the City Engineer in his or her absence.
- Manage the development and implementation of a storm water management program meeting UPDES permit requirements (state & county).

- Conducts traffic studies to support compliance with state and local codes; conducts traffic studies to support project design projections.
- Determines selection criteria and works with Engineering and purchasing staff to select engineering consultants and contractors; specifies parameters and determines scope of work for consultants and contractors; reviews and approves work conducted by consultants; reviews and approves consultants pay requests.
- Supervises Public Works/Engineering staff.
- Provides technical assistance and consults with other departments regarding engineering functions, site development, drainage, and transportation.
- Provide technical support and training on the use and development of the geographic information system and its databases; as well as other engineering software applications to all users of the system in the Public Works Department.
- Answers technical questions and provides information to the public.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college with a bachelor's degree in civil engineering and six (6) years of experience in surveying, engineering design, inspection and drafting, two (2) of which must include supervisory responsibilities OR any equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver License; Professional Engineer License required; AutoCad experience required; GIS/ARCGIS desired.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of civil engineering and engineering design; working knowledge of drafting, working knowledge of public works construction; working knowledge of computer aided drafting systems.
- Skill in operating drafting and GPS equipment.
- Ability to operate personal computer, plotters, and related GIS equipment; ability to design and develop relational databases; ability to instruct others in the operation and use of engineering software.
- Ability to direct the work of others; ability to establish and maintain effective working relationships with employees, other divisions and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read, interpret and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use CAD, Spread Sheet, Pavement Management, GIS, Transportation Planning Software Programs.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database and computer-aided-design software; standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; phone; mobile radio.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_