

If you have the needed qualifications, please submit a resume @ www.bellevue.net .
This position will be posted until the position has been filled.

This position is subject to a veterans' preference.

**CITY OF BELLEVUE
JOB DESCRIPTION**

UNCLASSIFIED

HOURLY RANGE \$35.99-\$50.72

POSITION TITLE: Public Works Engineer II

REPORTS TO: Manager of Engineering Services

SUPERVISES: - - - - -

PURPOSE OF POSITION: This is professional engineering work supervising, coordinating and administering major projects and programs in a Public Works division. Work involves oversight of several projects or programs in design, construction, traffic, street maintenance and engineering. Work may also involve management or responsibility for the study, design, construction, or operation of specially assigned engineering projects. An employee in this classification experiences considerable public contact and liaison with private contractors and consultants. The employee works independently, receiving general supervision from a superior.

We are seeking an engineer who specializes in or can specialize in the City of Bellevue's water resources (stormwater) and/or sanitary engineering needs.

ESSENTIAL FUNCTIONS:

Plans, coordinates, schedules, assigns, sets goals and performance standards for, supervises, reviews the work of, establishes, and guides the professional development of subordinate engineering employees.

Plans and supervises the design and construction or maintenance of streets, bridges, culverts, pedestrian overpasses, traffic controls and sewers.

Coordinates City responsibilities as the responsible charge on federal highway construction projects, ensuring that plans comply with state standards and specifications, that plans are available when needed, and that projects are completed on schedule.

Serves as project manager on major projects, coordinates and oversees the work of consultants and contractors, prepares project schedules, monitors progress, and finalizes projects. Provides oversight and participates in design review, ensuring correctness, ease and economy of maintenance, and compliance with standards and codes.

ESSENTIAL FUNCTIONS: (Continued)

Confers with contractors, consultants, and architects to resolve technical issues and approves or rejects change orders and design modifications.

Prepares and submits budget requests and purchasing requisitions and assists in the preparation and administration of the division budget.

Approves plans, designs, specifications, change orders, cost estimates, and payment letters.

Provides oversight contractors and participates in the inspection of work in progress.

Serves as advisor in a major technical specialty, confers with professional associates to provide interpretations and advice on theories, concepts, and practices, and recommends new approaches or changes in policies, standards, or procedures as warranted by new developments in the field.

Plans, supervises, and participates in research into multifaceted engineering issues and develops new designs, techniques, and procedures.

Prepares and checks payment estimates, notices of completion, and final reports.

Performs other related duties as assigned or as the situation dictates.

*Attendance at the assigned work location is an essential function.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of the engineering principles, practices, and procedures as applied to design, construction, structural engineering, traffic engineering, street maintenance, or environmental engineering.

Knowledge of modern methods, techniques, materials, maintenance procedures, and engineering and safety standards used in the study, design, construction, maintenance, and operation of public works programs and projects, and of sources of current information relative to public works engineering programs and projects.

Knowledge of contract administration and the laws and regulations involved in the acquisition of federal grants.

Knowledge of the procedures required to perform technical research and the ability to write technical reports.

Knowledge of the principles, techniques, and application of effective management.

Skill in the preparation, interpretation, and verification of engineering plans and specifications.

Skill in the preparation and administration of division budgets.

Skill in the coordination of responsibilities of projects performed by private contractors and consultants.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY: (Continued)

Ability to make decisions based on established practices and regulations.

Ability to review and approve or reject plans, designs, specifications, change orders, cost estimates, and payment letters.

Ability to serve as an advisor in a major technical specialty, plan, supervise, and participate in research, confer with professional associates to provide interpretations and advise on the

theories, concepts, and practices, and recommend new approaches or changes in policies, standards, or procedures as warranted by new developments in the field.

Ability to understand and follow both written or oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in Civil Engineering or a related engineering field from an ABET accredited college with a minimum of (6) years experience.

Experience in supervising the operations of a major public works program or project, including supervising subordinates, making decisions, solving technical issues, and negotiating and administering contracts.

Must become a Professional Engineer registered by the State of Nebraska by the end of the introductory employment period (6 months).

Must possess a valid driver's license at the time of hire.

Experience with any of the following would be preferred for this position:

ArcView, ArcEditor, ArcInfo, ArcServer, ArcSDE, Auto CAD and/or Microstation

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

Work is performed indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. An incumbent must have the ability to transport themselves to and from various locations throughout the City and surrounding jurisdictions, and must have the ability to maneuver over rough terrain and construction sites on foot. Duties also require the ability to maneuver over rough terrain and construction sites on foot. Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with or exposure

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

to dirt, dust, noise, poor lighting, confined spaces, dampness, wetness and inclement weather conditions.

An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp and feel; climb in and out of vehicles and operate the following: vehicles, computers, tools, and any other equipment that issued to perform the essential functions of the job.

Noise level is usually moderate. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with the general public, and may be stressful when dealing with irate citizens and/or time constraints.

Created/Approved 8/29/13

Revised 3/2015

*Updated 1/2017

The City of Bellevue is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. If specific accommodations are needed in order to apply for this position, please contact the Personnel Office at (402)293-3019.