

City of Nicholasville

Position Description

Class Title: Staff Engineer

Department: Engineering/ Utilities Administration

Supervisor: City Engineer

Supervises: May supervise engineering staff in absence of City Engineer

Grade: 34

Class Characteristics: Under direction of the City Engineer, responsibilities include providing engineering, systems planning, and construction administration services for Public Improvements (i.e. water, sewer, electric streets, and storm water). Reviews subdivision plats, development plans, construction plans and engineering analysis for Planning and Zoning as it relates to Public Improvements; may supervise department employees in the absence of the City Engineer; oversees construction of public improvement; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Design of minor Public Improvement projects.
2. Assist in reviewing subdivision plats, development plans and construction plans submitted for approval as related to Public Improvements and makes written recommendations and/or oral presentations as necessary to the City Commission and/or the Planning and Zoning Commission.
3. Assist in contract procurement for consulting engineering services and construction projects.
4. Assist in managing consulting engineers to accomplish engineering designs, studies and construction monitoring.
5. Reviews engineering reports for compliance.
6. Reviews existing city utility systems to determine the impact of new development.
7. Make recommendations for system planning (i.e. utility, streets, storm etc).
8. Prepares estimates to determine the amount of unfinished work in a new development as related to Public Improvements.
9. Provide engineering support for inspections on public improvements and soil erosion measures to the Engineering Assistant.
10. Confers with the public, engineers, developers, and contractors on

construction.

11. Provides recommendations on Public Improvement projects to the City Engineer and Director of Public Utilities.
12. Assists with ensuring that GIS mapping and as-built record drawings are maintained and current.
13. Keep records of recorded utility easements for Public Improvements.
14. May be responsible for special projects administration.

Non-essential:

1. Performs engineering functions for city departments as time allows.
2. Assist the Flood Plain Coordinator on any engineering related issue.

Training and Experience: Graduation from an accredited college or university with a degree in engineering supplemented by sufficient work experience to have tested and obtained status as a Licensed Professional Engineer by the Commonwealth of Kentucky. Must possess two years' experience related to infrastructure design/construction and site development projects.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of the principles and practices of engineering as applied to water distribution systems, sanitary sewer collections systems, storm water management, building and other Public Improvement projects.
2. Knowledge of public works design, construction and maintenance methods, materials, and techniques.
3. Knowledge of applicable laws, administrative regulations, and regulatory codes relating to the development and construction of Public Improvement projects.
4. Knowledge of land surveying techniques and principles.
5. Knowledge of computer hardware and applicable engineering software.

Skills:

1. Excellent written and verbal communication skills.
2. Good computer skills.
3. Advanced math skills.

Abilities:

1. Ability to read and interpret plans, specifications and construction plans quickly and accurately, and to compare them with construction in different stages of completeness.

2. Analytical abilities.
3. Ability to prepare and maintain, and to ensure the preparation and maintenance of clear and accurate reports.
4. Ability to communicate effectively, orally and in writing.
5. Ability to establish and maintain effective working relationships with contractors/developers, city officials, employees, and the general public.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally take different course of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is reviewed through oral and written reports.

Analytical Requirements: Assignments require analysis of engineering reports and plans, including but not limited to, storm water drainage, street designs, sewer designs and water main designs.

Physical Requirements of the Job: Work is performed both indoors, requiring intermittent sitting, standing and walking, and outdoors, regardless of weather conditions; exposed to all weather conditions, at which time must be mobile to climb muddy hills, long stairs, ladders, etc.; must have good vision; must lift objects weighing more than 25 pounds; exposed to noise, high places, confined spaces; must operate a vehicle as a requirement of the job.

Tools and/or Equipment Used: Must drive vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier); must use surveying level equipment; must use tools to remove lids from manholes, gate valves, water meter boxes, and tools to operate gate valves and fire hydrants.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: Continuing education requirements for licensure.

Certification Requirements: Must maintain status as a Licensed Professional Engineer by the Commonwealth of Kentucky as a condition of continued employment in the position.

Additional Requirements: May be required to attend meetings after normal working hours.

Overtime Provision: Exempt.

Adopted 2-26-2024