

CITY OF ANN ARBOR, MICHIGAN

JOB DESCRIPTION

JOB TITLE: Civil Engineer II- Project Engineer

Job Number: 403640

Date Finalized: 6/22/2017

Service Area: Public Services Service Unit: Engineering	Accountable To City Engineer
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary Assignments require evaluation, selection, and application of standard civil engineering techniques, procedures, and criteria in order to make minor adaptations and modifications to, or review, existing plans or specifications. Assignments have clear and specific objectives. Performance at this level requires developmental experience in professional civil engineering.	
Duties Incumbent may be responsible for the following duties: <u>Essential Duties</u> • Performs civil engineering design, construction contract administration, plan review, and traffic engineering using standard engineering principles and methods. • Performs work that involves conventional types of plans, investigations, surveys, or structures with few complex features. • The work performed typically has precedents for comparison and/or evaluation. • Interacts with the public, consultants, contractors, and other customers. • Reviews construction plans, reports, and coordinates the work of consultants and contractors. • Applies standard engineering practices and techniques in specific situations. • Prepares and checks routine and limited preliminary and final plans for a variety of public or private construction projects. • Coordinates, correlates, and adjusts data to be used in traffic studies. • Participates in public meetings. • Typically all work performed has identifiable precedents. • Prepares construction plans, contract specifications, and all other related documents for construction projects. • Prepares legal documents and easement descriptions. • Prepares communications with City Council and other governmental agencies. • Data collection and processing. • Performs research and prepares initial and final drafts of project specific reports. • Prepares construction contract quantities and cost estimates. <u>Related Work</u> • May coordinate the work of draftspersons, technicians, interns, and other Units who assist in specific assignments.	
Knowledge of: (position requirements at entry) • Road & public utility design and construction • Traffic engineering	

- Construction contract administration
- AutoCad and/or civil engineering drafting
- Basics of civil engineering surveying
- Basics of GIS operation

Skills and Ability to:(position requirements at entry)

- Understanding of civil engineering principles
- Communicating through oral and written instruction, with the ability to understand and follow oral and written policies, procedures and instructions
- Identifying problems and finding solutions
- Customer service orientation
- Using computers and applicable software

Equipment

Passenger vehicle, computers, printers, scanners, blue print machines, field and office measurement tools, conventional surveying equipment, cell phones, pagers and miscellaneous office equipment

Training and Experience (position requirements at entry)

- Bachelor's Degree in Civil Engineering
- Minimum of three years of civil engineering experience

Licensing Requirements (position requirements at entry)

- Fundamental-in-Engineering (FE)
- Valid driver's license

Physical Requirements

The physical ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, see and perform repetitive motions.

Essential duties require the mental/physical ability to: work in a standard office environment; read fine print on blueprints and display terminals; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment; move across rough terrain and bridge scaffolding; climb into and out of sewers and trenches, climb ladders, and several flights of stairs; use drafting instruments, calculators, and personal computers; and strength to lift and carry up to 30 pounds. The work requires the ability to distinguish colors and hear audible alarms. Incumbents may be subject to potentially hazardous physical conditions, atmospheric conditions, extreme temperatures, intense noise, and/or vehicle traffic.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a small amount of force constantly to move objects.

Description Prepared By

Nicholas Hutchinson, P.E., City Engineer, August 2013/HR Review-AC, AAW 9/16/13/Service Unit Name Change 6/22/2017