



# City of Peoria

## HUMAN RESOURCES

### Title: Civil Engineer

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Engineering Supervisor.  
This is a non-supervisory job classification

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Professional Engineer required upon hire with preference to Arizona registration. Valid AZ Drivers License upon hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to design, review, and manage infrastructure, private and public improvement projects; participate in the preparation and execution of capital improvement plans; act as liaison to outside agencies; administer contracts; and to address citizen concerns. Reviews plans and specifications; designs solutions, expansion, construction or relocation projects; coordinates with various vendors such as developers, contractors, consultants, the public, and departments; develops guidelines, codes, plans, and specifications; participates in consultant selection; coordinates inspections; monitors budgets.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Serves as Project Manager for capital projects. Responsible for planning, estimating, designing, construction and closeout. Prepares scope of professional services for design work; coordinates advertisement for consultant submittals; responsible for project-related decisions; monitors project schedule progress; applies engineering judgment; performs, prepares, or responds to construction plans; reviews professional data; ensures compliance with regulations, standards, and guidelines; helps establish policy.
2	Forecasts budget and ensures project budget compliance. Estimates carry-overs and progress; estimates design and construction costs; ensures accurate project budgets; works with other departments to ensure proper maintenance of data base for project budget status.
3	Coordinates with outside government agencies, private utilities, and professional organizations. Participates in discussions of planning, policy, or budgetary decisions.
4	Budgeting. Manages specific budgets and expenditures outside of project budget, including on-call contracts.
5	Serves as engineering consultant to apply project management expertise to other City departments; Communicates by running meetings, interacting with the public, the press, on issues relating to capital projects; maintains professional development; researches new methods.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> 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.					
Office		Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, calculator.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, safety footwear, protective eyewear, hard hat.