



**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Civil Engineer I	BAND/LEVEL:	Prof II
DEPARTMENT:	Planning and Development Services	JOB NO:	2890
DIVISION:	Engineering Services	DATE:	03/16/2017
REPORTS TO:	Manager, Engineering Services	FLSA STATUS:	EX
FULL-TIME:	XXX	COST CENTER:	615
REPLACES:	Civil Engineer I	LAST REVISED DATE:	03/25/2012

JOB SUMMARY STATEMENT:

Reviews construction plans for developer-funded construction in subdivision and commercial sites for conformance with Overland Park Municipal Codes (OPMC), with emphasis on street design, traffic control, storm sewer, grading and site construction. Coordinates and addresses all issues associated with the plans reviewed. Meets with the development community during all phases of the project, as required. Coordinates with Division inspection staff to ensure that all construction is in accordance with OPMC. Responds to service requests from citizens, development community, and city staff. Analyzes reports and studies submitted for private development projects. Implements City Ordinances related to engineering and site design. Operates computer hardware and software to assist in the administration of Overland Park Municipal Codes.

DUTIES AND RESPONSIBILITIES:

1. Reviews construction plans for developer-funded private and public improvements associated with commercial and subdivision development including streets, storm sewers, grading, erosion control and site construction, for conformance with City ordinances and standards. Reviews Planning Commission and City Council stipulations related to development plans. Performs site inspections as part of the plan review process and periodically during construction. Prepares written comment letters for each plan reviewed.
2. Coordinates plan processing and approval. Collects and verifies legal documents and fees associated with plan approval. Coordinates with other Divisions and Departments as necessary to provide good customer service.
3. Addresses field construction issues related to engineering plans reviewed. Meets with inspectors, contractors, developers, design professionals, and concerned citizens as necessary. Makes timely decisions in balancing Code requirements, standards and specifications, approved plans, good engineering practice, contractor's and developer's point-of-view, citizen concerns, and field conditions. Provides technical assistance to inspectors on construction material, acceptability of construction, and resolution of plan errors and omissions.
4. Meets with developers, engineers, contractors, the public, and city staff on proposed or active development projects. Meetings may include coordination, explanation of city requirements, face-to-face review of comments made by city staff, and/or approvals.
5. Responds to service requests from citizens, the development community and city staff. Responsibilities include Engineer of the Day, residential plot plan reviews, floodplain inquiries, traffic control issues, drainage issues, records retrieval, preparing GIS maps, initial plan screening; and other engineering issues associated with new development.
6. Analyzes reports and studies submitted in response to Planning Commission or City Council stipulations, or to staff requests to further define the impact of a project on infrastructure, and neighboring properties. Studies include but are not limited to; stormwater management, flood studies, bank stability studies, traffic impact studies and geomorphological studies.
7. Implements the City stormwater detention requirements. Reviews hydraulic studies and detention modeling. Reviews stormwater detention plans.

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8. Operates computer software related to completion of job duties, including but not limited to; Energov, ArcMap, Plan Viewer, Bluebeam, TR-55, Pondpack, HEC-1, HEC-RAS, and office suite software.
9. Coordinates engineering-related activities with City departments and divisions, governmental agencies, utilities, contractors, developers, consultants and others as required.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
12. May be assigned primary duties in Traffic Engineering/Transportation Planning which includes the following additional duties:
 - a. Collaborates with planning division staff and traffic division staff to assist in updating the Overland Park Traffic Model (OPTM). Work may include assisting in making model runs as necessary to incorporate various traffic studies submitted to the City by development projects.
 - b. Provides support to other division staff on traffic engineering issues including; signs and pavement marking designs, work zone traffic control, and street lighting designs. Assists other department staff on determining requirements for transportation related matters including design requirements, traffic studies, and possible development plan stipulations.
 - c. Works with the planning and engineering staff to determine scope of work for traffic impact studies to be prepared by traffic consultants for developer projects. Evaluates studies submitted by traffic consultants to determine technical correctness and compares results with similar studies and established City standards.
 - d. Reports orally and in writing to the Planning Commission and City Council on transportation related issues for development projects.
 - e. Coordinates with the Kansas Department of Transportation and city staff to assist in resolving issues related to access and state highway system right of way.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in civil engineering or a related engineering field of study to gain formal knowledge of hydraulic design, hydrology, street design, structural analysis and design, and other engineering principles and practices.
- Possession of Engineer-In-Training Certification within 12 months of hiring.
- Possession of an appropriate valid driver's license.
- Must maintain an insurable driving record.

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EXPERIENCE:

- None

SKILLS:

1. Strong oral and written communication skills for dealing with the public, contractors and other city officials
2. Mathematical aptitude needed to analyze complex engineering data
3. Strong interpersonal and team work skills
4. Computer skills to include knowledge of word processing, spreadsheet, database, PowerPoint, and specialized engineering software including but not limited to; HEC-RAS, HEC-1, ArcMap, and TR-55.
5. Reading and interpreting construction plans
6. Strong organizational skills.
7. Project or time management skills in prioritizing and adjusting work assignments

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city codes and standards
2. Ability to analyze complex engineering problems and recommend possible solutions
3. Understanding of computer hardware and software as it applies to engineering concepts
4. Exhibit diplomacy and judgement when working with citizens, contractors, engineers, developers, city employees, or other public officials
5. Ability to handle and track multiple tasks at one time
6. Ability to work under distracting conditions in the office and field
7. Ability to perform mathematical calculations
8. Abstract and logical reasoning

PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport it 20 feet
2. Hand/eye coordination to operate surveying equipment
3. Ability to traverse rough terrain
4. Exposure to extreme environmental conditions while conducting site visits or inspections or surveying
5. Ability to travel to field locations
6. Ability to visually review engineering plans and reports
7. Ability to operate PC computer
8. Ability to make and receive phone calls and e-mails.
9. Ability to operate city vehicles
10. Visual stamina and acuity adequate to ascertain measurements
11. Ability to access inlets and pipe systems for visual inspection.
12. Ability to bend, sit, stand or walk
13. Ability to operate microfilm reading equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.