

CITY OF OVERLAND PARK POSITION DESCRIPTION

| | | | |
|-----------------------------|---|-------------------------|-------------------------|
| TITLE: | Civil Engineer, Senior | BAND/LEVEL: | Prof V |
| DEPARTMENT: | Public Works | JOB NO: | 2915 |
| DIVISION | Engineering | DATE: | 6/25/2014 |
| REPORTS TO | Supervisory Civil Engineer or Assistant City Engineer | FLSA STATUS: | EX |
| FULL-TIME: <u>xx</u> | PART-TIME: _____ | TEMPORARY: _____ | COST CENTER: 310 |

REPLACES: Civil Engineer, Senior

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Manages the design and construction of thoroughfare, street, bridge, storm sewer and maintenance projects. Participates in the development of the five-year Capital Improvement Program and Maintenance Program. Prepares plans and specifications for thoroughfare, street, bridge, storm sewer and maintenance projects. Provides leadership for all team-based activities, to include project management teams and task groups. Coordinates engineering-related activities with other Department divisions, City departments, other governmental agencies, etc. Develops project-related briefings and presentations for the Governing Body, City Manager, citizen groups and professional organizations.

DUTIES AND RESPONSIBILITIES:

1. Manages the design of thoroughfares, streets, bridge, storm sewer and maintenance projects, including developing the project scope, directing the consultant selection process, negotiation of the scope and fee for the design contract, preparing and negotiating interlocal agreements and utility relocation agreements, managing the plan preparation, overseeing utility relocation planning, acquiring required right-of-way and easements, managing public involvement activities, overseeing environmental permitting process, and supervising project team members. For federally funded projects, manages all coordination and project administration with KDOT.
2. Manages the construction of thoroughfare, street, bridge, storm sewer and maintenance projects , including reviewing contractor bids and making determination of the lowest and responsible bidder; negotiating material testing contracts; managing the construction contract, schedules, payments and cash flow; approving change orders; reviewing and approving contractor submittals; ensuring utilities have properly relocated their facilities; conducting weekly progress meetings with the contractor; managing media relations and citizen inquiries; and maintaining and updating project website. For federally funded projects, prepares invoices to KDOT to request payment; ensures Davis-Bacon provisions are met by the contractor, including wage rate interviews; ensures DBE goals are met; and completes project administration as required by KDOT.
3. Participates in the development of the five-year Capital Improvement Program and Maintenance Program, by analyzing infrastructure needs, establishing priorities, developing initial cost estimates and preparing and submitting CIP Project Addition and Project Revision forms.
4. Provides assistance to the Engineering Services Division, Planning Department by reviewing plans, interpreting standards, providing recommendations to address problems and issues, participating in field inspection visits, and assisting in resolution of developers concerns.
5. (for the City's Bridge Engineer) Directs the City's bridge construction, inspection, load rating and maintenance program. Coordinates all requirements for maintenance of the City's bridge inventory of 105 bridges based on identified deficiencies, funding programs, and schedules and oversees design and construction activities. Coordinates with KDOT on all areas which involve their requirements, ensures that required inspection and load rating reports are submitted to KDOT and that the City meets its maintenance responsibilities under the City Connecting Link agreement with KDOT.

Title: Civil Engineer, Senior
Cost Center: 310
Date: 6/25/2014
Page 2

6. Prepares plans and specifications for thoroughfare, street, bridge, storm sewer, maintenance and other projects. Coordinates land surveys and supervises engineering technicians in plan preparation. Designs projects to meet or exceed current engineering practices and to fully conform to the Overland Park Municipal Code. Prepares legal documents, specifications, contract documents and supervises contraction and post-construction activities in accordance with the City's Project Procedures Manual.
7. Coordinates engineering-related activities with other Department divisions, City departments, other governmental agencies, utilities, contractors, developers, consultants and others, as required.
8. Develops project-related briefings for presentation to the Governing Body and City Manager. Provides updates on project activities on a regular basis to keep the Governing Body and City Manager informed on matters of significant interest. Makes presentations to citizen groups, such as homes associations, neighborhood conservation groups and others.
9. Responds to public inquiries and ensures that their concerns are fully and effectively addressed.
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 organization with whom 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in civil engineering or a related engineering field of study. Professional Engineer registration in the State of Kansas or in another state with State of Kansas registration within one year of hiring. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Six years of civil engineering design, or an equivalent level of experience required. Three years project management/engineering design/construction management preferred.

SKILLS:

1. Project management skills.
2. Basic mathematical skills.
3. Attention to details.
4. Analytical skills.
5. Time management skills.
6. Public speaking/presentation skills.
7. Working knowledge of public administration.
8. Leadership skills.
9. Facilitation skills.
10. Computer software skills (database, presentation, word-processing, auto-cad).
11. Excellent oral and written communication skills.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Ability to meet deadlines.
3. Alpha and numeric recognition.
4. Ability to recognize and protect confidential information.
5. Ability to read and understand building plans and specifications.

Title: Civil Engineer, Senior
Cost Center: 310
Date: 6/25/2014
Page 3

6. Ability to work independently.
7. Ability to analyze complex problems and recommend possible solutions.
8. Analytical skills.
9. Diplomacy and judgement.
10. Ability to work under distracting conditions.
11. Ability to prioritize work.
12. Mechanical aptitude.
13. Understanding of computer software and hardware.
14. Ability to analyze safety situations.
15. Ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, push, and pull.
2. Ability to identify and distinguish colors.
3. Ability to distinguish smells.
4. Ability to operate City vehicle.
5. Ability to traverse rough terrain.
6. Ability to make and receive phone calls.
7. Hand and eye coordination adequate to input computer.
8. Ability to walk for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect Engineering Technicians
 Construction Inspectors

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.