



JOB DESCRIPTION

TITLE: Engineer III
DEPARTMENT: Public Works – Engineering Division
GRADE: 19
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 11/02/2020

POSITION SUMMARY

The Engineer III works under the direction of the Senior Engineer Manager. The Engineer III performs a variety of working level professional and technical duties as needed to assist in coordinating and participating in the design, development and construction of City infrastructure. This position may provide supervision to less experienced engineering staff and department support personnel on a project-by-project basis as assigned. The Engineer III may be assigned by the City Engineer to represent the City and division in various meetings, on committees and with other governmental entities as needed.

ESSENTIAL FUNCTIONS:

- Serves as the engineer in charge for projects under the direction of the City Engineer and schedules all aspects of projects; insures adherence with established standards and work plans, processes and procedures; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and works to assure compliance with standards and contract specifications; assures timely completion of projects; conducts and coordinates project inspections. Oversees engineering design, review and inspection of residential commercial and industrial subdivisions and developments and advises the Community Development Department and Planning Commission.
- Conducts engineering division review and approval of commercial project plans and construction drawings during building permit review process; insures compliance with codes and standards; screens for traffic and parking issues; drainage issues; right-of-way issues and special requirements of Planning Commission actions (annexations, zone changes, special use permits, etc).
- Coordinates a variety of operations and activities undertaken by the engineering division related to traffic signalization, project design and management, infrastructure analysis and public works systems; coordinates project priorities; prepares engineering reviews and reports for proposed projects and developments; completes preliminary and final design of utility systems; aids in establishing city general plans and impact studies for various utility systems.
- Participates in the development and maintenance of the city flood control program; serves as liaison with federal, state, county and local jurisdictions; represents the city as staff to various



JOB DESCRIPTION

commissions and task forces; prepares various reports, projects and evaluations as required; provides input to the City Council and committees as required.

- Reviews public works project site plans to determine compliance with established public works policies, rules, regulations, ordinances, etc.; performs periodic public works inspections to assure compliance with material specifications and work quality.
- Provides coordination for the maintenance of traffic signals as needed to provide for emergency operation, re-programming of controllers and time clocks, general maintenance and other related actions.
- Conducts traffic studies to support police department enforcement and compliance with state and local codes; conducts traffic studies to support project design projections.
- Maintains and updates city maps showing annexation requirements per state code; provides miscellaneous drafter services to other departments as needed.
- Is responsible for the preparation and updating of infrastructure general plans including transportation, culinary water, storm drainage and flood control, parks, and other general plans as assigned.
- Is responsible for preparation and execution of citywide capital improvement program, as assigned by the City Engineer and Public Works Director.
- Assists in the preparation and updating of City fees related to development, such as undergrounding fees, land disturbance permit fees, engineering review fees, impact fees and other related development fees.
- Is responsible for coordinating engineering studies and reports including alternative studies, traffic studies, computer modeling of infrastructure, soils and geotechnical reports, land surveying and other engineering related studies and reports.
- Assists the GIS Manager with the Geographic Information Systems as requested.
- Attends meetings, including evening meetings, as assigned by the City Engineer.
- Assists in applying for outside funding sources from other entities.
- Assists in the preparation and the updating of design and construction standards for City infrastructure including water, storm drainage, transportation, and others assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from college with a bachelor's degree in civil engineering and four (4) years of experience in surveying, engineering design, inspection and drafting or any equivalent combination of education and experience. The Engineer III must be a Registered Professional Engineer in the State of Utah and have a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in project planning, scheduling and control.
2. Ability to handle complex problems.



JOB DESCRIPTION

3. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
4. Ability to develop, maintain, and manage a team of professionals to achieve goals, project deadlines and objectives
5. Demonstrated knowledge of the principles and practices of engineering design and construction.
6. Working knowledge of construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
7. Ability to work in an office environment as well as outside in the field.
8. Ability to interpret plans and specifications.
9. Ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
10. Ability to communicate effectively with the public under potentially adverse circumstances and to work well others.
11. Ability to follow city policy; concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. Person may need to lift up to 50 lbs on an occasional basis. This position requires the employee to be outdoors periodically and to drive a City vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints which may require alterations in the normal 8-5 work schedule.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.