



JOB DESCRIPTION

TITLE: Engineer I
DEPARTMENT: Public Works – Engineering Division
GRADE: 16
FLSA: Non-Exempt
EEO DESIGNATION: Para-Professional
REVISION DATE: 04/08/2021

POSITION SUMMARY

The Engineer I works under the direction of the City Engineer or a Senior Engineer Manager. The Engineer I 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.

ESSENTIAL FUNCTIONS:

- Performs private development reviews; assists with various aspects of project management and scheduling; ensures adherence with established standards and work plans, processes and procedures; monitors consultant activities and work to assure compliance with standards and contract specifications; assures timely completion of projects; conducts and coordinates project inspections.
- Assists in review and coordination of projects, plans, reports, calculations, and improvements submitted for, by, or to other governmental bodies; these include street widening, flood plain management, regulatory actions, etc.
- Assists in coordinating a variety of operations and activities undertaken by the engineering division related to traffic management, infrastructure analysis and public works systems; coordinates project priorities; prepares engineering reviews and reports for proposed projects and developments; completes preliminary design of utility systems; aids in establishing city master plan 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 commissions and task forces; prepares various reports, projects and evaluations as required; provides input to the City Council and committees as required.
- Maintains records and updates related to infrastructure improvements, engineering reports, calculations, and other documents.
- Maintains and updates city maps showing annexation requirements per state code; provides miscellaneous drafter services to other departments as needed.
- Perform other duties as assigned.



JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

The Engineer I position requires graduation from college with a bachelor's degree in civil engineering and an Engineer In Training (EIT) certification. Must have knowledge of word processing, spreadsheet, presentation, and other office software, computerized engineering systems, and instruments (CAD). Must possess a valid Utah driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to interpret plans and specifications.
2. Ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
3. Skilled in project planning, scheduling and control.
4. Ability to handle complex problems.
5. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
6. Demonstrated knowledge of the principles and practices of engineering design and construction.
7. Working knowledge of construction drawings and specifications, mathematics, drafting procedures; computer-aided designing, drafting and plotting instruments.
8. Ability to work in an office environment as well as outside in the field.
9. Ability to communicate effectively with the public under potentially adverse circumstances and to work well others.
10. 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



JOB DESCRIPTION

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.