EMPLOYMENT OPPORTUNITY

ENGINEER

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit http://accessibility.ogdencity.com or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY
To perform complex professional and technical engineering work in assigned area of responsibility such as surveying, plan checking and designing; and to provide technical assistance to the City Engineer and/or Principal Engineer. Receives general supervision from the City Engineer or Principal Engineer. Works with technical and clerical staff.

EXPERIENCE AND TRAINING STANDARDS
Two years of increasingly responsible professional civil engineering experience preferred; training equivalent to a bachelor’s degree from an accredited college or university with major course work in civil engineering or a related field. Passing score on the Fundamentals of Engineering Exam required. Possession of, or ability to obtain, a valid Utah driver’s license.

NIMS REQUIRED TRAINING
Employee will be required to complete NIMS IS100, IS200, ICS300, ICS400, IS700, IS800, IS801 and IS803 within one year of hire.

Failure to obtain and maintain license and certificate as outlined above may result in termination from the position.

ESSENTIAL JOB FUNCTIONS
- Promotes and follows the City's values and expectations.
- Oversee the City wide concrete replacement program.
- Review the plans of public work structures including streets.
- Engineer and design plans for public works projects including streets, water utility, storm drains and sewers with emphasis on storm sewers, sanitary sewers and water utility lines.
- Design plans for conformance with regulations regarding line, grade, size, elevation and location of structures.
- Generate calculations, oversee and review, design and prepare the plans of consulting engineers and private contractors.
- Make technical engineering decisions and establish technical criteria and standards.
- Maintain plans and contract documents for assigned projects. May include, but not limited to, preparation of easements, legal descriptions, contracts, agreements, plans, specifications, and other related documents.
- Prepare progress reports on projects under construction; maintain records of changes and field notes.
- Coordinate assigned activities with outside consultants, engineers, developers, contractors, other City departments, divisions and outside agencies.
• Provide technical and professional engineering support services relative to assigned area of responsibility; provide information to the public; respond to citizen inquiries and complaints.
• Prepare various engineering studies and reports.
• Perform special assignments on engineering problems as necessary.
• Calculate the quantity, quality and cost of materials used for various projects.
• Provide project management on various public works projects.
• Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
• Participate in safety and risk management activities; take action to reduce liability to the city.
• Perform related duties and responsibilities as required.

MARGINAL JOB FUNCTIONS
• Oversee the issuance of a variety of City permits; collect fees as appropriate.
• May review engineering calculations of other engineers or engineering technicians.
• Review engineering plans submitted for private development and make recommendations based on City Standards and Ordinances.
• Direct the preparation of maps, deeds and legal descriptions.

QUALIFICATIONS
Knowledge, skills, abilities:
• Journey level principles and practices of civil engineering.
• Basic principles and practices of urban hydrology and environmental engineering.
• Applicable laws and regulatory codes relevant to assigned area of responsibility.
• Methods, materials and techniques used in the construction of public works projects.
• Basic computer functions and software.
• Modern developments, current literature and sources of information regarding engineering.
• Principles and practices of future development fee cost estimation.
• Principles of advanced mathematics and their application to engineering work.
• Perform technical research and solve engineering problems.
• Conduct comprehensive engineering studies and prepare reports with recommendations.
• Establish and maintain cooperative working relationships with those contacted in the course of work.
• Prepare plans and drawings neatly and accurately.
• Make engineering design computations and check, design and prepare engineering plans and studies.
• Learn and apply City engineering policies and procedures.
• Learn applicable laws and regulatory codes applicable to areas of assigned responsibility.
• Learn to prepare, understand and interpret engineering construction plans, specifications and other contract documents.
• Communicate clearly and concisely, both orally and in writing.
• Knowledge of CAD and skills in operating software.
• Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time; operating assigned equipment.
- Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment as required by the position.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS
The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS
While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

DRIVER LICENSE REPORT (MVR)
Driver license report (MVR) will be obtained by the Human Resources division if applicable.

VETERAN’S PREFERENCE POINTS
Applicants MUST submit a copy of their DD-214 with their application and before the closing date in order to receive veteran's points. This is for initial appointments only.

EDUCATION REQUIREMENT
Successful applicant MUST submit a copy of the above education requirements before appointment.

SALARY RANGE
Range 51 - Salary: $2,051.54 to $2,803.37 (Bi-weekly Rate) (DOQ) This position is eligible for benefits.

APPLICATION PROCEDURE
On-line applications will be accepted at www.ogdencity.com until Friday, September 16, 2016. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications or resumes will be evaluated and ranked on the basis of relevant education and experience as stated on therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORK PLACE
AA/EOE/ADAAA
September 9, 2016