

**LAND DEVELOPMENT ENGINEER****SUMMARY:**

Under general direction, provides engineering advice and expertise in the design, construction, reconstruction, and maintenance of infrastructure elements; reviews land development plans; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Provides supervision, technical direction and assistance to Project Engineers and project coordinators.
2. Reviews and approves engineering plans and specifications for residential subdivisions and commercial projects as submitted by other engineers; ensure compliance with the current code and comprehensive plan.
3. Directs review of land development plans and provides final approval of all land development plans.
4. Executes right-of-way construction permits as and alternate designee of the Director of Engineering Services and Public Works.
5. Coordinates with Code Enforcement and other department staff.
6. Provides drainage approval for Certificate of Occupancy requests.
7. Assists engineering staff with project design, coordination, and construction administration.
8. Directs on-site testing and project plan conformance inspections by inspectors.
9. Responds to and resolves citizen inquiries and complaints regarding engineering projects.
10. Represents the department at public meetings, technical committees, and with other public agencies.
11. Investigates and provides options to correct storm water and other environmental problems; performs hydrologic studies.
12. Coordinates with federal, state, and local agencies in obtaining permits and grants.
13. Performs inspections on commercial and residential developments; ensures compliance with approved plans and specifications.
14. Conducts traffic studies; utilizes computer modeling.
15. Prepares cost estimates and schedules for construction projects.
16. Advises storm water and design sections on upcoming developments related to projects.
17. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of standard and prevailing civil engineering principles and practices.
- Knowledge of project management, preparing RFQ's and RFP's, evaluating contracts, preparing budget estimates, and negotiating prices with contractors.
- Knowledge of supervisory principles and practices.
- Knowledge of public works design standards and construction, and the methods, materials and techniques used in the construction of public works projects.
- Knowledge of city, state, and federal laws, ordinances and regulations governing municipal engineering.
- Skill in making decisions regarding project priorities, costs, and alternatives.
- Skill in performing research, analyzing findings, preparing and presenting reports to City management, Boards and Commission.
- Skill in operating standard office equipment including a personal computer and related software.
- Ability to manage various City projects and perform construction observations.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted during the course of the work.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees..

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Engineering or related field and five (5) years progressively responsible experience in site planning and land development including: design of grading, storm water management, soil erosion & sediment control, public and private roadways, utilities and site planning for residential, commercial, retail, institutional and recreational facilities, including one (1) year of supervisory experience, or any equivalent combination of training and experience required. Professional Engineer license is required or ability to obtain within six (6) months from date of hire.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.