

SENIOR PROJECT ENGINEER

SUMMARY:

Under general direction, coordinates, oversees and participates in the preparation of plans and specifications for capital projects and rehabilitation including buildings, parks, roads, and all infrastructure utilities including water and waste water treatment plants, lift stations, water resources, storm water, water distribution, sanitary collection and public works; 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. Plans, designs, coordinates and manages public projects and capital improvement projects.
2. Manages the work of outside consultants; develops schedules for design, bidding and construction.
3. Prepares, and reviews project schedules; investigates and resolves schedule on assigned projects.
4. Provides technical direction, project management, and assistance to developers, consultants, outside agencies and engineering staff regarding projects.
5. Prepares and reviews RFQ's and RFP's for professional engineering, architecture and landscape architecture services for various City projects; assists other departments with engineering recommendations and selections of consultants/contractors.
6. Performs construction management and field observations for various City projects such as building, parks and roadways, all infrastructure utilities, full depth reclamation, milling and resurfacing, micro surfacing, streetscape, landscaping, irrigation, and street lighting.
7. Provides supervision, technical direction and assistance to Project Engineers.
8. Coordinates City projects with other municipalities and agencies.
9. Prepares budget estimates for all capital improvement projects; approves materials, methods, equipment, specifications, cost estimates and other documents related to project design and construction. Negotiates contracts for best value to the City.
10. Prepares and presents written and oral reports on projects for City management, City Commission Boards, and the public.
11. Performs research, analyzes findings; prepares recommendations for project planning needs.
12. Responds to and resolves citizen inquiries and complaints regarding engineering projects.

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 moderate work generally in an office setting. There is frequent need to walk, sit, talk or hear, use hands, and perform other similar actions during the course of the workday. There is an occasionally lifting of moderately heavy objects up to 20 lbs. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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 civil engineering experience, including one (1) year of supervisory experience, or any equivalent combination of training and experience required. Professional Engineer license is required.