

**FARMINGTON CITY
Job Description**

Title: Project Engineer	Code:
Department: Engineering	Last Revised: 7/2015
Grade: 15	Effective Date:

GENERAL PURPOSE

Performs a variety entry level duties of design, administration, review, inspection, and other professional and technical engineering functions on City and private development projects as assigned.

SUPERVISION RECEIVED

Works under close supervision of the City Engineer.

SUPERVISION EXERCISED

Works with and provides guidance to city staff. Supervises consultants and private contractors working on City projects.

ESSENTIAL FUNCTIONS

Prepares and reviews project designs, drawings, specifications and estimates in accordance with general engineering principles and Farmington City Engineering Standards.

Administers the construction of projects including the bidding, awarding, pre-bid meetings, progress meetings, inspecting, testing, payments, change orders, acceptance or rejection of contractor's work, contractor relations, and completion of the project.

Properly closes-out projects including final payments, contractor and consultant evaluation, and completion and filing of record drawings and project documentation.

Assists to establish standard and criteria in the selection of and oversees consultants hired to work on Farmington City projects to ensure objectives for are obtained and all standards and policies are followed.

Reviews commercial and residential development projects for compliance with Farmington Engineering Standards, general plans, master plans, and sound engineering principles and practices. Participate in Development Review Committee processes and pre-project meetings with developers.

Coordinates commercial and residential projects with developers, development engineers, owners, other Farmington City departments and interested parties to ensure that development projects are designed and built in accordance with said requirements and negotiates and resolves conflicts that arise during the review and construction of development projects.

Interfaces directly with Farmington City officials, Farmington City advisory boards and commissions, contractors, consultants, and the general public on issues related to Farmington City and private commercial and residential projects during day and evening hours.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in civil engineering or related field;

AND

B. One (1) year of experience in the related engineering field preferably with experience in development and public works engineering;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Knowledge of principle and practices used in the civil engineering profession, methods and techniques utilized in the design and construction of public works projects, and safety practices and procedures involved in public works.

Skill in analyzing and resolving problems associated with assigned projects including developing and presenting related recommendations; prepare and present technical reports; public relations and contact; use of current computer programs including AutoCad, GIS, word processors, spread sheets, internet and miscellaneous engineering design programs.

Ability to apply approved engineering methods and standards to the design and construction of public works projects; interpret codes and standards accurately and effectively, enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing with the specific ability to explain complicated items in easy to understand terms to public and others not familiar with a project; manage assigned projects to achieve project objectives, budgets and schedules; organize and complete project documentation for future reference; direct, evaluate and coordinate the work of assigned personnel; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public; follow written and oral instructions.

3. Special Qualifications:

Possession of an Engineer-In-Training Certificate from the State of Utah (Applicants who possess EIT certification from another state must become an EIT in the State of Utah within six months of employment);

Possession of a valid Utah Driver's license.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing essential to performing required job functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Periodic travel required in course of performing portions of job functions. Frequent local area travel required in the normal course of performing job duties.

Occasional exposure to outdoor elements and seasonal weather extremes.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.