

# CITY OF WINTER SPRINGS

## Civil Engineer/ Technician

### INTERNAL & EXTERNAL JOB POSTING

#### EMPLOYMENT WITH THE CITY PROVIDES:

- Competitive Wages
- Merit Program
- Paid Vacation
- Paid Holidays
- Paid Sick Leave
- Retirement
- Long Term Disability Ins.
- Group Life/Health Insurance

#### APPLICATIONS GIVEN AND ACCEPTED:

Monday - Friday  
8:00 A.M. TO 5:00 P.M.

DATE POSTED: 01/04/2012

OPEN UNTIL  
CLOSING DATE: FILLED

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The City of Winter Springs is an Equal Opportunity Employer/M-F/VP/D/M. To apply, a City of Winter Springs application or a resume must be submitted to the City's Human Resources Office no later than 5:00 p.m. on the closing date. (If mailed, must be post marked no later than the closing date. ALL POSITIONS ARE REGULAR FULL-TIME UNLESS OTHERWISE NOTED. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY AND MAY BE REASONABLE ACCOMMODATED. **As part of our commitment to a Drug-Free Workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal or failure to pass the test to minimum standards will result in your termination.**

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DEPARTMENT: Public Works/ Stormwater  
PAYGRADE: 32 SALARY RANGE: \$41,926- \$63,832  
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#### GENERAL DESCRIPTION:

This position provides entry level engineering work including construction inspection, plan and permit reviews, and technical support across a wide range of engineering-related issues.

#### ESSENTIAL JOB FUNCTIONS:

1. Performs engineering plan reviews and construction inspections on City Public Works, Stormwater, and Utility projects, and private residential and commercial land development projects.
2. Reviews right-of-way and building permit applications for compliance with the applicable codes.
3. Interacts and coordinates with contractors, engineers, developers, residents, other agencies, and other parties that may be involved in public and private construction.
4. Assists with construction administration on City projects.

5. Collects and analyzes engineering data.
6. Performs lot grading and drainage inspections for residential and commercial buildings.
7. Prepares written reports and other correspondence related to engineering work.
8. Reviews as-built drawings and coordinates their incorporation into GIS.
9. Assists the City Engineer in investigating, reviewing and resolving, as appropriate, engineering-related issues that occur within the City.
10. Performs periodic inspections of City infrastructure and assists with the preparation and coordination of applicable work orders, GIS map updates, and permit reporting (NPDES, SJRWMD, etc.).
11. Assists the City Engineer with flood determination requests and compliance with FEMA requirements and NFIP requirements.

**(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)**

### **MINIMUM QUALIFICATIONS:**

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. General knowledge of principles and practices of civil engineering and project administration as applied to municipal capital improvement and private land development projects.
2. Basic knowledge of current roadway, drainage, and utility standards and construction practices.
3. Basic knowledge of estimating, scheduling, permitting and documentation requirements for construction administration.
4. Ability to read and understand construction plans and specifications.
5. Ability to prepare clear and concise written reports.
6. Proficiency with Microsoft Office (Outlook, Word, Excel).
7. Experience with GIS (ArcMap) is preferred.
8. Ability to work in a positive, proactive, and solution-oriented manner with contractors, engineers, developers, residents, other agencies, utility companies, City Staff, and other parties that may be involved in public and private projects.

#### EDUCATION AND EXPERIENCE:

1. Bachelor's degree in civil engineering or a closely related field, or an equivalent amount of experience and education
2. One (1) year of experience in the civil engineering field

#### LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

1. Must possess a valid Florida Driver's License
2. Engineering Intern (E.I.) Certification is preferred

**(A comparable amount of training, education or experience can be substituted for the minimum qualifications).**

**ESSENTIAL PHYSICAL SKILLS:**

1. Acceptable eyesight (with or without correction)
2. Acceptable hearing (with or without hearing aid)
3. Ability to communicate both orally and in writing
4. Light (under 15 pounds) lifting and carrying
5. Walking
6. Standing
7. Driving

**ENVIRONMENTAL CONDITIONS:**

1. Works outside approximately 50% of the time in various weather and environmental conditions, including noise, dust, wind, rain, and heat

**(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)**