

NOTICE OF JOB OPENING

June 26, 2015

JOB CLASSIFICATION: Civil Engineer

The City of Benton is accepting applications for the above position in the Community Development Department. A job description outlining job responsibilities and qualifications is attached.

Grade 16

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at www.bentonar.org. Deadline for returning applications is 5:00 p.m., Monday, July 6, 2015.

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Civil Engineer	DATE: 06/15
DEPARTMENT: Professional / Technical	GRADE: 16
DIVISION: Community Development	FLSA STATUS: Exempt
REPORTS TO: City Engineer	EEO CATEGORY: Professional & Tech.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: To assist in the engineering needs and in plan/plat approval and drainage projects; to serve as project manager for assigned projects.

ESSENTIAL JOB FUNCTIONS:

1. Reviews plans/drawings to ensure proper design of capital improvement projects, including preliminary engineering studies and project construction.
2. Reviews change orders noting exceptions to City Engineer.
3. Works with Mayor and City Council, Street & Drainage Committee to assess priority of drainage projects and use of available Stormwater Funds or other revenues available for mitigation.
4. Assists in planning, preparing and/or reviewing proposed designs for capital improvement projects to ensure compliance with Federal, State, and city regulations and project specifications and to determine the feasibility of the proposed design.
5. Recommends changes in design policies and regulations; may assist in compiling and updating policy and procedure manuals, listing regulations and standard specifications.
6. Serves as project manager for assigned capital improvement projects by reviewing designs for compliance with regulations and supervising the inspection of work under construction for conformance with right-of-way regulations, ordinances, and approved plans and alerting City Engineer to any problems or concerns.
7. May serves as a liaison with other governmental agencies to determine the availability of capital improvement funding (grants) and to maintain current information on regulations affecting capital improvement projects.

8. Maintains records and compiles data necessary to ensure proper selection of engineering consultants.
9. Provides technical information required to develop and implement the capital improvement budget and bond programs; attends meetings as required to present information regarding capital projects.
10. Provides engineering support to the Planning Commission and Board of Adjustment by reviewing applications for commercial building permits, zoning, or subdivision construction, indicating potential engineering problems and recommendations for improvement.
11. Reviews subdivision and zoning actions for conflicts with federal, state and local floodway and floodplain regulations.
12. Reviews building permits to ensure compliance with FEMA regulations.
13. Recommends final payment to contractors and consultants at specified intervals.
14. May assist in annual budget figures for Professional/Technical department.
15. Prepares long-range plans and policies for meeting future infrastructure needs within the City.
16. Reviews City Ordinances relating to Civil Engineering; submits recommendation for revisions to the appropriate city department.
17. Operates a pool automobile in the performance essential job functions.

SUPERVISORY RESPONSIBILITIES: None

Budget Responsibility:	\$ N/A Annual dollars
Facilities and Equipment Responsibility:	\$100,000 - \$10,000,000 Total value

EDUCATION AND EXPERIENCE

Completion of a Bachelor's degree in Civil Engineering or a related area; at least two (2) years of experience in Civil Engineering; or an equivalent combination of education and experience.

Must possess a valid Arkansas driver's license.

All certifications mentioned must be met in order to meet or exceed insurance requirements.

MINIMUM QUALIFICATIONS:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of Civil Engineering principles and practices.

Comprehensive knowledge of engineering mathematics.

Considerable knowledge of federal, state, and local regulations governing civil engineering.

Considerable knowledge of budget process.

Skill in the safe operation of an automatic transmission automobile.

Ability to assign and direct the activities of assigned staff.

Ability to plan and implement engineering projects.

Ability to compile and analyze data relating to engineering projects.

Ability to prepare narrative and statistical reports regarding engineering projects.

Ability to present complex engineering information orally to City boards and Commissions.

Ability to communicate effectively, both orally and in writing.

Ability to read and interpret blueprints and schematics.

Ability to read and interpret federal, state, and local construction regulations.

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Yes	No
Lifting (lbs.)	50	
Carrying (lbs.)	20	
Stooping/Bending	X	
Kneeling/Squatting	X	
Walking	X	
Standing	X	
Sitting	X	
Climbing, Balancing (working with a ladder)		X
Use of hands to finger, handle, or feel	X	
Physical Coordination (simultaneous use of hands, arms, feet and legs)	X	
Eye-Hand Coordination	X	
Close Vision (Clear at 20 inches or less)	X	

Distant Visions (Clear at 20 feet or more)	X
Color Vision	X
Depth Perception	X
Hearing	X

WORK ENVIRONMENT:

The environmental conditions marked below are common for this job.

	Yes	No
Outdoor weather conditions	X	
Wet, Humid conditions (non-weather)	X	
Work near moving mechanical parts	X	
Work in high, precarious places		X
Fumes or dust		X
Toxic or caustic chemicals		X
Extreme Heat (non-weather over 90° F)		X
Low noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		X
Loud noise (e.g., jackhammer, heavy motorized equipment)		X