

CD.7 Job Title: City Engineer

Job Summary: The purpose of this classification is to perform professional tasks, including but not limited to, land development plan review, permitting, inspections, and enforcement for the department.

Major Duties:

- Coordinates the land disturbance permit and development permit process for the City.
- Issues land disturbance permits and development permits.
- Performs on site inspections to projects in a pre, during, and post construction state.
- Performs technical tasks to support department functions; reviews and approves hydrology studies for proposed development; conducts site reviews to ensure compliance with design plans; performs State water determinations.
- Interacts and communicates with groups and individuals to provide information and assistance; works with engineers and developers on site design related issues.
- Provides professional recommendations and assistance to city staff; provides input regarding rezoning applications, subdivision plat application, stream buffer exception requests, and other requests as applicable.
- Administers the flood plain, stream buffer, and storm water ordinances of the City.
- Represents the department in various administrative and professional situations.
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of professional engineering and construction theories, principles, practices and materials.
- Knowledge of City, County, ARC, state and federal codes, ordinances and regulation pertaining to land development.
- Knowledge of city codes, policies and procedures.
- Knowledge of management and budgeting principles and practices.
- Ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps and plats.
- Ability to prepare and deliver presentations.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to establish and maintain effective and courteous working relationships with City employees, City officials, developers, builders, contractors, lawyers, architects and the general public.

CD.7 Job Title: City Engineer, (continued)

Supervisory Controls: The Community Development Director assigns work in terms of goals and objectives. Work is reviewed through reports, conferences, and observation of activities.

Guidelines: Guidelines include City subdivision regulations and development specifications, state engineering standards, and the city code. These guidelines require judgment, selection and interpretation in application.

Complexity: This position consists of varied analytical, technical, and organizational assistance tasks.

Scope and Effect: The purpose of this position is to ensure compliance with federal, state, and local regulations in land development activities.

Personal Contacts: Contacts are typically with the general public, property owners, real estate developers, engineers, landscape architects, elected officials, and city, county, state and federal officials.

Purpose of Contacts: Contacts are typically to provide or exchange information, resolve problems, and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk and at inspection sites with standing, walking or stooping. The employee must be able to distinguish between shades of color.

Work Environment: The work is performed in an office and at inspection sites. The employee is exposed to noise, dust, dirt, machinery with moving parts, irritating chemicals, and occasional inclement weather.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

- Bachelor's degree in Civil Engineering or a related field from an accredited college or university. Five to ten years of experience in engineering design. Professional Engineer License is preferred. Must possess and maintain a valid Georgia driver's license.