



Town Engineer
EEO Class Code: Professionals
Union Status: Unclassified
FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Public Services

Supervises: None

Position Reports To: Public Services Director & Assistant Public Service Director

Sworn: No

Job Specifications

NATURE OF WORK

The purpose of this classification is to provide council on new development activities and to perform managerial and administrative work associated with engineering. The Town Engineer is responsible for planning, organizing, coordinating, directing, and overseeing all operations of engineering. This position performs highly complex program & project management that includes one or more functional areas such as design, transportation, development review, construction, traffic studies, engineering & planning, surveying & mapping, and general civil engineering pertaining to roadways, drainage, bridges, and railway crossings. The position is also responsible for monitoring construction projects, making recommendations, supervising assigned projects, developing, and administering the budget, maintaining records, and performing other functions as appropriate.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Town Engineer include but are not limited to:

- Supervises the planning and design of complex public works and Town projects, estimates quantities and cost of such projects.
- Analyzes conflicting design requirements and approves changes.
- Plans, organizes, directs and is responsible for the performance of the engineering, right-of-way, and surveying functions.

- Reviews and approves plans and specifications for proposed projects; prepares reports and recommendations to superiors; seals plans and approves contracts for construction and maintenance projects.
- Plans, directs, and coordinates the inspection of construction projects to ensure compliance with engineering plans, contracts, specifications, and Town Code.
- Plans, assigns, directs, and evaluates the work performed by contracted staff personnel.
- Maintains liaison with consulting engineers and appropriate County, State and Federal agencies regarding joint projects.
- Meets with citizens and developers to discuss Town codes and regulations, resolves concerns, and coordinates operations.
- Interprets and defines specifications, ordinances, and codes.
- Prepares construction estimates for proposed Town projects and serves as construction manager during projects.
- Reviews and approves construction plans prepared by consulting engineers and architects.
- Advises Town departments on matters relating to engineering and construction projects.
- Develops and coordinates activities for capital budget projects.
- Develops and supervises the Engineering Division operating and capital improvements projects (CIP).
- Directs the preparation and submission of grant applications and serves as grant administrator for programs funded by grants.
- Any related duties and special projects as assigned by the Public Services Director & Town Manager.
- Reviews and inspects developmental projects for engineering compliance.

KNOWLEDGE, SKILLS AND ABILITIES

The Employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity; community engagement; equity and inclusion; staff effectiveness; and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

- Advanced comprehensive knowledge of principles and practices of civil engineering; modern engineering methods and techniques of design, construction, maintenance, and municipal project contract management.
- Thorough knowledge of modern management principles and practices.
- Ability to analyze complex organizational, operational, and management programs.
- Ability to communicate technical and complex concepts in a clear and readily understandable format.
- Ability to interpret and explain environmental, financial, and legal documents and contracts.
- Considerable knowledge of the use of computers for varied applications.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to write clear and concise reports, memoranda, directives, and letters.
- Ability to exercise judgment and initiative in the performance of work.
- Must be able to work independently.
- Thorough knowledge of best practice in procurement of construction and engineering services.

MINIMUM REQUIREMENTS

- Bachelor's degree in Civil Engineering from an ABET-accredited institution or closely related field and at least seven (7) years of progressive engineering experience including at least four (4) years of supervisory or lead experience.
- Must possess and maintain a valid Professional Engineer (P.E.) certification in the State of Florida. If P.E. is from out of state, must be able to obtain FL certification within 6 months of service.
- Must possess a valid Florida driver's license.
- Certification as a Floodplain Manager and as a Professional Traffic Operations Engineer in the state of Florida is preferred.
- A Master's Degree in Engineering or Administration is desirable.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills and abilities may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work and weekends for special town events, projects, activities, or emergencies.