

## Civil Engineer (Planning & Development Services)

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Company: City of Arlington

Location: United States

Category: other-general

### JOB SUMMARY

Under general supervision, plans, designs and reviews construction plans including but not limited to paving, drainage, water, and sanitary sewer designs for development-related projects within the City.

### ESSENTIAL JOB FUNCTIONS:

Conducts reviews for accuracy, completeness, feasibility, compliance with City standards, and sound engineering practices, including but not limited to:

Reviews plats for accuracy, reviews public and private paving, water, sewer, and storm water infrastructure plans, hydraulic studies and detailed drainage studies.

Works with planning personnel to review proposed rezonings and provide preliminary assessments as to traffic and storm water issues.

Reviews and analyze site plans and site grading plans for proposed development to ensure compliance with all applicable ordinances and regulations.

Responds to inquiries, make presentations, facilitate meetings, and compile written reports to professional, technical personnel, and the public.

Investigates citizen complaints such as drainage problems and water/sewer line problems, evaluate alternative solutions, and propose alternative solutions to supervisors and citizens.

Communicates frequently with other city personnel, franchise utilities, consultants, contractors, and the public concerning construction and to resolve complaints and requests

in a timely and effective manner.

#### OTHER JOB FUNCTIONS:

Evaluates all engineering-related issues for development projects pertaining to paving, drainage, water & sewer and other construction related infrastructure.

Evaluates floodplain related issues during planning, design, and construction of development projects.

Maintains accurate records (such as the AMANDA development tracking system), files, computer models and status of projects.

#### MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

Knowledge of office and administrative practices and procedures.

Knowledge of the principles and practices of civil or equivalent engineering and hydrology and hydraulic engineering related to the design, construction, and maintenance of public works projects.

Knowledge of surveying practices and procedures, drafting, design and inspection of paving, drainage, water and sanitary sewer projects.

Knowledge of laws and local ordinances pertaining public works projects.

Knowledge of the methods, equipment and materials used in surface and underground construction and maintenance.

Knowledge of current storm water drainage methods to ensure minimum criteria is met.

Knowledge of platting, zoning and permitting statutes, including Chapter 245 (“vested rights”) and Chapter 395 (impact fees) of the Texas Local Government Code.

Skill in using PC Software including current Microsoft Office Suite of applications.

Skill in communicating professionally and tactfully with other city employees and the public by oral and written means.

Skill with organization and attention to detail.

Ability to exercise discretion and independent judgment utilizing knowledge of the organization's policies.

Ability to work independently under general instructions.

Ability to apply City Subdivision Rules and Regulations, Design Criteria Manual, and the Floodplain Management Program.

Ability to organize and coordinate materials, information and resources associated with civil engineering projects.

Ability to create clear, concise reports regarding engineering issues.

Ability to use independent judgment and make sound decisions.

Ability to perform a variety of physical skills including but not limited to filing, pulling, seeing, sorting, squatting, standing, stooping, twisting body, typing, walking, and writing.

Ability to operate a variety of office equipment including but not limited to PC, telephone, calculator, scanner, and copier.

Ability to prioritize deadlines and tasks.

Ability to work in both indoor and outdoor environments.

Ability to learn new systems and procedures quickly.

Ability to plan, organize, monitor, and collaborate with internal and external stakeholders to accomplish unit objectives.

Ability to understand mathematical calculations involving fractions, percentages, and decimals.

Ability to work within a set schedule.

Qualifying Education and Experience:

Bachelor's degree in civil engineering or equivalent engineering degree from an accredited school.

Four (4) years' experience in the field of engineering including but not limited to paving, drainage, water and wastewater.

OR any equivalent combination of education and/or experience. Possession of a valid Professional Engineer (PE) license.

The ability to secure Texas professional registration within six (6) months of employment.

Employment Screenings Required: Criminal background check and drug and alcohol screening

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