



CITY OF BUNNELL

Job Title:	Professional Engineer	Job Category:	Administrative
Department/Group:	Engineering	Job Code/ Req#:	
Location:	City of Bunnell, FL	Travel Required:	As Needed
Level/Salary Range:	\$55-65,000 annual	Position Type:	Full Time, Exempt
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose: Responsible for assisting and preparing in designing, coordinating, planning, maintaining, managing, and supervising the construction and permitting of utilities, roadway, bridge, traffic operations and drainage projects within the City of Bunnell, Flagler County, Florida.</p> <p>This position reports directly to the City Manager.</p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p>Essential Functions/Duties:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Prepares and reviews engineering plans and specifications for construction and/or operational requirements insuring compliance with local, state and federal rules, regulations and laws prior to making recommendations. • Prepares and reviews support documentation for change orders and consultant task orders for utilities, storm water, roadway and bridge improvements and design smaller projects in house including sidewalk, roadway, traffic operations, bridges or culverts. • Prepares and assists in engineering studies, investigations, cost estimates, and other related recommendations for assigned projects. • Prepares and assists in preparing engineering design of various projects. • Participates in short and long range planning, design, construction, maintenance, and daily operational needs. • Writes requests and reviews proposals for Consultant Contracts for traffic operations, storm water, utilities, roadway, and bridge improvements. 			



CITY OF BUNNELL

- Prepares and reviews bid proposals, bid addenda, contract documents for storm water, bridge, traffic, and roadway design projects.
- Responsible for and assisting in construction administration, observation and various activities as assigned to ensure that work meets construction specifications.
- Performs other duties as needed.

Knowledge/Skills/Abilities:

- Knowledge of the concepts, terminology, principles and analytical techniques of Civil/Environmental Engineering as related to Utilities, roadway, drainage design, and construction standards.
- Ability to analyze and interpret engineering data.
- Ability to monitor and inspect engineering projects.
- Ability to solve engineering problems
- Maintains a current status of all active projects, key dates, project concerns, assigned project managers, etc., as related to a specific project.
- Ability to plan, organize and coordinate work projects.
- Must be able to use general office equipment, especially a computer.
- Must possess good interpersonal and communication skills to deal with the public and contractors.
- Ability to use AutoCAD and design plans, for utilities, roadways, drainage and construction standards.

Education, Experience and Training Requirements:

- Graduate of an accredited 4-year college or university with major course in Civil or Environmental Engineering or related engineering discipline.
- Professional Engineer's License required.
- 8-years experience in the area of civil, construction, project management or relevant engineering experience.
- High School or GED

Professional Licenses:

- Must possess a valid Florida Driver's License
- Some lifting and carrying up to 20 pounds.
- Significant walking and standing may be required.
- Expressing or exchanging ideas by spoken work or perceiving sound by ear.
- Good eyesight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping, and reaching.

Work Environment:

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By Director:		Date:	
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	