City of Lakeland
Position Description

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<th>Position Title</th>
<th>Senior Staff Engineer</th>
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I. **General Summary of Overall Responsibilities**
   Review submittals and construction drawings for commercial and residential developments in Lakeland. Serves as project engineer on medium and large capital projects. Provides engineering support and assistance for inhouse designs and working with engineering consultants to design capital projects covering storm water drainage, street maintenance and sanitary sewer systems. Represents the City at various meetings and responds to citizen inquiries and complaints.

II. **Listing of Individual Duties and Responsibilities**
   Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may also be assigned, as indicated below.

1. Interprets, explains, and ensures engineering compliance with applicable codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures, as well as approved construction plans; research codes, engineering standards, technical manuals, or other resources as needed; initiates any actions necessary to correct deviations or violations.

2. Coordinates and conducts project plan review: reviews residential, subdivision, and commercial construction plans of community engineering projects and programs; ensures technical competence and functionality of plans in accordance with current engineering standards; provides comments and recommendations on engineering plans; ensures compliance of proposed plans with applicable codes, ordinances, and standards; may review revisions to signed construction drawings; coordinates approval process for construction drawings revisions between the City and the engineer of record; coordinate the approval process for construction drawings.

3. Performs project management for engineering projects: coordinates and presides over pre-construction meetings for approved projects; oversees assigned projects to ensure contractor compliance with established budgets and deadlines; maintains records of each engineering project from Board approval of engineering agreement, throughout construction phases, until project completion and release by Board; coordinates final release of projects with other departments and initiates release approval to be submitted to Board.
4. Prepares engineering design, specifications, and cost estimates for routine, repetitive, and small municipal improvement projects related to street, storm water, and sanitary sewer systems.

5. Participates in preparation of bidding and technical documents for construction of capital projects related to street maintenance, storm sewer improvements, and sanitary sewer systems. Works with Lakeland Construction staff and confers with contractors concerning plans, specifications, and quality of work performed.

6. Manages capital improvement projects: reviews construction drawings and cost estimates; assists with preparation of contract documents; assists with bid process; performs contract administration; reviews and approves pay requests; processes Change Orders; closes out projects.

7. Performs site visits or field inspections of projects and developments; inspects projects to ensure compliance with approved plans and specifications; conducts inspections or collects data at sites; measures grade and determines elevations.

8. Attends Board of Commission and Planning Commission meetings as necessary. Prepare contracts, memorandums, resolutions for action by the Board of Commissioners.

9. Communicates with engineers, architects, contractors, consultants, developers, general public, inspectors, and public officials in planning and coordinating projects, providing engineering advice and guidance, and resolving problems. Works with City Engineer to develop contracts to perform engineering design and construction administration on city capital projects.

10. Provides direction and professional engineering support to technical and maintenance staff regarding completion of plans, collection of field data, and performance of field inspections.

11. Reviews, responds to, and resolves citizen inquiries or complaints associated with projects or other municipal public work.

12. Consults with homeowners related to sanitary sewer, drainage, and street maintenance issues.

13. Provides direction, guidance, training, and assistance to employees; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; assists in selecting new employees.

14. May assist operators at the water and wastewater treatment facilities in the performance of daily duties and work necessary for compliance of state regulations. May prepare state and federal regulation forms as necessary for the operations of the Town's water and sewer facilities.
15. Performs other duties as assigned.

III. **Minimum Knowledge and Training Required**
Bachelor’s Degree in Civil Engineering with State of Tennessee certification as a Professional Engineer or ability to obtain licensing within six (6) months. Five (5) years progressive engineering experience and/or training involving Civil Engineering, engineering design, engineering plan review, surveying, and personal computer operations; or any equivalent combination of education training and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver’s license.

Knowledge of and ability to apply modern principles and practices of civil engineering. Knowledge of materials, methods, and practices of municipal public works construction. Knowledge of federal, state, and local laws pertaining to municipal civil engineering. Ability to develop, review, and modify routine and repetitive civil engineering plans, designs, and specifications. Effective communication (oral and written), interpersonal, conflict resolution, and public relations skills. Ability to analyze engineering problems of moderate complexity and recommend solutions. Ability to handle multiple projects and priorities. Ability to work independently. Ability to plan and organize projects. Computer skills to include: Microsoft Office, AutoCad, GIS.

IV. **Environmental Conditions**
The following environmental conditions are representative of those an employee encounters while performing the essential functions of this job.

The majority of the work is performed inside under normal office conditions and the remainder is spent outside under varying conditions, including time spent at construction sites performing inspections. Mobility to and from various work areas and external facilities is required. Talking and hearing are necessary in communicating with others. The work involves movements that include sitting, walking on varying terrains, bending, kneeling, reaching, standing, pushing, pulling, and stooping. May be required to lift up to 50 pounds. The noise level is normal for an office work environment and varies when working outside. Effective vision (near and far) is required. Out of town travel may be required to attend meetings and conferences. Irregular hours are required to attend various meetings.