

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Civil Engineer II

DEPARTMENT: Engineering

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** City Engineer

**SUBJECT TO RANDOM
D.O.T DRUG AND ALCOHOL
TESTING:** No

STATUS Exempt

PRIMARY OBJECTIVE OF POSITION:

To provide professional engineering advice on planning, design, construction, inspection, administration and maintenance of public infrastructure consistent with City Council policy and with federal and state regulations. This position will also perform routine and complex technical engineering work including computer-aided design (CAD) and drafting work, and assisting in the maintenance of the City of Ramsey's GIS database. This job description is not a complete description of the role of the Civil Engineer II. Staff will provide additional information when this position is discussed with the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide professional engineering counsel, design and review
- Prepare and administer specifications for public and private improvement
 - projects
- Assist with development and review of the Capital Improvement Program
- Assist with development of street maintenance program and budget
- Function as a liaison and advisor for the City
- Perform other duties as assigned by the City Engineer

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of federal, state regional, and local laws, rules, and regulations applicable to municipal engineering
- Working knowledge of civil engineering computer modeling programs
- Working knowledge of current civil engineering principles and practices
- Skill in using standard engineering software including computer aided drafting programs

- Skill in operating, automatic level, total station, data collector and various other surveying equipment
- Ability to communicate effectively, both orally and in writing, with elected officials, developers, contractors, government agencies, staff and the general public
- Ability to establish and maintain effective working relationships with co-workers and supervisors
- Ability to oversee and manage public improvement projects
- Ability to research and prepare reports
- Ability to deal effectively with adverse situations with a high degree of tact, courtesy, and sound judgment
- Ability to see and hear to perform inspections and communicate with people
- Ability to repeatedly use fine motor skills and manual dexterity to operate a computer, reduce drawings and operate survey equipment

MINIMUM QUALIFICATIONS

- Bachelor of Science degree in civil engineering from an accredited college or university
- Ability to obtain a professional engineer's license from the State of Minnesota within one year of hire
- Three to five years of progressively responsible experience in municipal engineering
- Advanced training and experience in drafting, Computer-Aided Design (CAD) and GIS
- Valid class D state driver's license with a good driving record

Created: May 2003

