



Staff Engineer

Department: Engineering
FLSA Status: Exempt

Salary Range: \$ 70,033 to \$106,772

Nature of Work:

Performs professional work in the Engineering department. Performs the review, design, and permitting of plans and construction for projects. Work is performed under direction with considerable latitude. Position relies on experience and exercises independent judgment. Position seeks technical guidance only on unusual or complex problems or issues.

Duties and Responsibilities:

The intent of this job description is to provide a summary of tasks performed in this classification. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- ✓ Coordinates and meets with other departments, governmental agencies, consultants, developers, and contractors on engineering related issues including planning, design, permitting, and construction of water and wastewater projects with an emphasis on developer contributed projects.
- ✓ Prepare, transmit and coordinate written and verbal communications regarding comments from plan review with developers, consultants and contractors.
- ✓ Reviews and designs plans and technical specifications for utility infrastructure projects.
- ✓ Conducts, research, develop and update procedures and specifications, construction details, developer applications and forms along with approved vendor lists.
- ✓ Coordinates the permitting for projects and tracks progress of such projects.
- ✓ Oversees specification conformance in the construction of projects, coordinating with inspections staff,
- ✓ Responds to inquiries from the public with quality customer service, investigates and resolves problems.
- ✓ Communicates effectively in a strong and challenging team environment.
- ✓ Performs other duties as assigned.

Knowledge, Skills and Abilities:**Knowledge of:**

- ✓ Regulations and specifications related to the planning, development, construction, and maintenance of water distribution and wastewater collection utilities.
- ✓ Standard engineering terms and concepts, materials, and equipment
- ✓ Microsoft Office products (Word, Excel, and Outlook) and design software

Skill in:

- ✓ Providing quality customer service
- ✓ Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- ✓ Using mathematics to solve problems.

Ability to:

- ✓ Read and interpret contracts, specifications, site plans, blueprints, and shop drawings.
- ✓ Make decisions in accordance with policies.
- ✓ Read, interpret, and explain ordinances, codes, agreements and related documents.
- ✓ Communicate effectively orally and in writing.
- ✓ Work with minimal supervision
- ✓ Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Education and Experience:

- ✓ Bachelor's degree in civil engineering, environmental engineering or closely related field from an accredited college or university; supplemented by five or more years' experience in water and wastewater design and construction; or an equivalent combination of education, certification, training, and/or experience may be considered.
- ✓ Preferred to have Florida Professional Engineer (PE) license.

Licenses and/or Certifications:

- ✓ Valid State of Florida driver's license