

## ENGINEER (HOURLY)

### CLASS DESCRIPTION

#### General Responsibilities:

This is professional engineering work performed in the field or office in connection with the design and construction of public works projects and/or other activities requiring professional engineering expertise. Assignments are received from higher-level engineers or other professional staff who define the scope of the work, review the work in progress and upon completion, and certify results. The work is characterized by application of theoretical professional engineering expertise and may involve the coordination of other lower level hourly and/or permanent employees.

#### Examples of Duties and Responsibilities:

Assist in the design and construction of public works projects including public buildings. Prepare engineering plans, designs, and specifications.

Prepare project and construction cost estimates.

Prepare narrative and statistical reports, maps, and other materials as necessary. Conduct basic engineering research.

Maintain and develop digital mathematical models to represent the environment or the use of energy.

Assist in the review of outside plans and specifications for compliance with City Ordinances and state and federal regulations in such areas as erosion control, on-site detention, runoff control and proper drainage, and placement and installation of traffic control devices.

Coordinate survey activities for new streets, sanitary and storm sewers, sidewalks and other public works construction projects. Assist in locating property lines and setting grades for streets and utility sewers.

Assist in the preparation of designs and plans for engineering projects using manual and computer-aided drafting techniques and tools. Assist in preparing specifications, making design computations and preparing plans and construction estimates. Oversee the activities of lower level employees on specific assignments and projects. Perform related work as required.

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## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Knowledge of the principles, theories, and practices of civil engineering, particularly as they relate to the design and construction of public works projects, including buildings. Knowledge of the methods and techniques associated with the construction and inspection of public works projects. Ability to make engineering computations and document them. Ability to perform or learn how to perform computer-aided design, spreadsheet analysis, data bases and digital mathematical models. Ability to exercise professional expertise in the resolution of engineering problems. Ability to collect, analyze, and compile data and prepare technical reports. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect or assign others to inspect public works construction projects. Ability to maintain adequate attendance.

### Training and Experience:

Graduation from an accredited four year college or university with a degree in civil engineering, environmental engineering, mechanical engineering, or other closely related degree. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

### Necessary Special Qualifications:

Possession of a valid Wisconsin Driver's license or the ability to meet the transportation requirements of the position.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Various	17	Hourly

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director

\_\_\_\_\_ Date