

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

**JOB TITLE: ASSOCIATE ENGINEER (Job Code 50)**

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### GENERAL STATEMENT OF JOB

Under the general direction of the Assistant Director – Engineering in the Department of Environmental and Engineering Services (DEES) or the Assistant Director's designee, performs engineering work, manages concerns from the public, and provides effective resolution where possible. This position assists the Assistant Director Engineering or designee with the execution of duties that include but are not limited to, engineering review of permit plans and applications, review of flood elevation certificates, calculation of impact fees, management of capital projects, coordination and assistance with engineering inspections, NPDES MS4 permit reporting and compliance, Community Rating System (CRS) reporting, regulatory permitting and compliance for the Department and its treatment plants and associated facilities, response to public records requests, and other tasks and responsibilities as assigned by the Assistant Director – Engineering. Work is reviewed through conferences and written reports.

### ESSENTIAL FUNCTIONS

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs plan and permit review for private and public development projects.

Assists in reviewing permits and plans for utility improvement projects and inspection of capital works projects.

Prepares permit and inspection fees from cost estimates and quantity takeoffs; calculates water, wastewater, police, and fire impact fees; calculates stormwater utility fees.

Manages and participates in the analysis and review of engineering studies and designs prepared by professional consultants; prepares recommendations and reports for the consideration of technical, professional, and administrative superiors and committees.

Prepares operating permit applications for submittal to various agencies for municipal engineering and utility operations. Completes and/or reviews reports for submittal to regulatory agencies and responds to regulatory requests for information.

Performs construction project management for various utility projects; develops specifications and cost estimates, issues work authorizations, ensures timely deliverables, serves as a liaison between the City and contractors, and approves invoices for payments.

Performs research and develops Standard Operating Procedures (SOP's) as needed for engineering and water/wastewater operations.

Participates in the preparation of grant applications and in the administration of grant projects either independently or in coordination with other in-house staff.

Ensures that legally mandated recordkeeping and monitoring are accomplished for assigned projects

Responds to citizen questions or complaints; makes recommendations to the Assistant Director-Engineering regarding institution of best practices and protocols to eliminate future problems.

Represents the City by working with other agencies on area-wide projects such as flood management and regional water quality issues, and acts as the City's representative at county, state, and national organizations.

Maintains a current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs other related duties as required or assigned.

Performs emergency response duties as required or assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

**Must** hold a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field. Demonstrated coursework related to the operation and maintenance of water supply systems and wastewater collection, transmission, and treatment/reuse/disposal systems preferred.

Registration as an Engineer Intern (E.I.) in the State of Florida is desirable; otherwise candidate shall have the ability to obtain E.I. credential within 24 months of hire.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires the ability to bend, stoop, twist, climb ladders, walk over uneven, slippery surfaces, and lift and carry objects of light to moderate rate (5 to 15 pounds). Ability to sit for extended periods of time while working with computers or at workstations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of technical materials relevant to engineering and municipality regulatory practices that range from moderate to complex levels. Requires the ability to read various discipline languages, i.e., engineering, mechanical, electrical.

**Intelligence:** Requires the ability to analyze and interpret a variety of technical information with abstract and/or concrete variables; identify problems, recognize symptoms, causes and alternative solutions; interpret professional periodicals and journals, technical procedures, and government regulations; research, compile and summarize a variety of informational and statistical data and materials; interpret

complicated policies, procedures and protocols; apply mathematical concepts such as ratios, proportions, probability factors and statistical inference; and draw conclusions from financial and numerical materials.

**Verbal Aptitude:** Must communicate clearly, efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages; utilize algebraic principles and descriptive statistics; utilize principles of integral and differential calculus.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of colors.

**Sensory Requirements:** Must have the ability to perceive and discriminate sounds and visual cues or signals, and have a sense of smell.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Must have the ability to work with and around chemicals; ability to work outdoors in all weather conditions; and ability and willingness to enter and work in confined spaces on an emergency basis.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles and practices of civil engineering as applied to municipal engineering and operation of public water and wastewater systems.

Knowledge of utility engineering and construction principles and practices as applied to the planning, design, construction, operation, and maintenance of water and wastewater treatment facilities.

Knowledge of basic principles and practices of cost estimating, budgets, and accounting.

Knowledge of drafting and surveying principles.

Knowledge and understanding of rules, regulations, and procedures concerning operations and maintenance of utility systems.

Knowledge of regulatory permitting, reporting and operating requirements for utility systems.

Knowledge of design standards for utility infrastructure.

Ability to work with Auto CAD is desirable but not required.

Skilled in word processing, database, spreadsheet, presentation and selected job specific software applications.

Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.

Ability to articulate and convey presentations using multiple platforms, in a clear and concise manner.

Ability to create clear and comprehensive reports.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, contractors, developers, and the general public.

Ability to read and understand plans and specifications and determine engineering compliance, as specified in city, state, and local codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures.

Ability to conduct field inspections for engineering compliance as specified in city, state, and local codes, ordinances, resolutions, regulations, standards, specifications, policies and procedures.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date