

**CITY OF RICHARDSON**

JOB TITLE: **PROJECT ENGINEER** APPROVED: \_\_\_\_\_  
DEPARTMENT: Engineering - Capital Projects  
CLASS. CODE: 02028  
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 10/17/2016  
COMPETITIVE: X NON-COMPETITIVE:  
EXEMPT: X NON-EXEMPT:  
FULL TIME: X PART TIME:

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**JOB SUMMARY:**

Under direction of the Director or designee, manage the design and construction of a wide variety of Public Works and Municipal Projects. Prepare and review engineering construction documents and cost estimates for public works projects including streets, stormwater, alleys, water, wastewater, and other capital projects. Perform and review calculations and engineering analysis. Assist in problem solving activities related to capital projects and project management. Perform other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

Coordinate and manage the planning, engineering, and construction of various City projects. Write and review scope and schedule of professional design service contracts. Prepare and review engineering construction documents and cost estimates for public works projects including streets, stormwater, alleys, water, wastewater, and other capital projects. Perform and/or review calculations, engineering analysis and cost estimates. Manage the procurement, budget and schedule of contracts for engineering, design, construction and maintenance services. Prepare and present reports, estimates, and schedules to the City Council, as directed. Work effectively with other City departments to implement programs and projects. Act as liaison to other governmental agencies and railroads. Provide other support for city or county bond programs as needed. Display sound decision-making capabilities. Communicate courteously and effectively with officials, contractors, engineers and developers, the general public, and other city employees. Lift, carry and/or hold up to 50 pounds of survey and office equipment. Walk, climb, and/or crawl while reviewing projects and citizen inquires in the field. Sit and stand for extended periods of time while performing routine office and administrative duties. Work indoors and outdoors, including in adverse weather conditions (e.g., extreme cold, heat, temperature swings). Work at various heights as required. Some exposure to hazards (insects, poison ivy/oak, snakes, animals, noise, mechanical hazards, radiation, fumes/odors, dust/mites) using appropriate safety precautions/equipment. Some extended hours occasionally required.

**OTHER JOB FUNCTIONS:**

May supervise field surveys to establish and/or verify line and grade. Provide engineering support to other City departments.

**REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:**

Bachelor of Science in Civil Engineering required from a University with an engineering program accredited by the Accrediting Board for Engineering and Technology. Must be Professional Engineer registered in Texas, or obtain registration within six months of appointment to position. Texas driver's license, Class C, required.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

Four years of experience required in Civil Engineering practice, preferably with a municipal or county government. Professional and technical knowledge required in civil engineering design, construction and related fields. Possess strong oral and written communication skills. Must be able to maintain mental focus through all assigned work activities and work efficiently within a team environment. Experience required in Excel, Microsoft Word, and AutoCAD. Experience with Power Point, ARC-GIS, asset management and modeling software is preferred.