

CITY OF RICHARDSON

JOB TITLE: **GRADUATE CIVIL ENGINEER** APPROVED: _____
DEPARTMENT: Development Services – Development & Engineering
CLASS CODE: 02120
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 08/08/2016
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART TIME:

JOB SUMMARY:

Under the supervision of the Development Engineer or designee, interpret and implement City ordinances and standards relative to land development in the area of civil engineering. Perform other related work as required.

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ESSENTIAL JOB FUNCTIONS:

Assist the Development Engineer in the managing of development projects, including the review of plans, specifications and project contracts. Assist with the administration and management of development contracts. Assist with right-of-way and easement acquisition, development cost estimating and other calculations of a highly technical nature. Respond to citizen and developer inquiries related to development projects, policies and procedures. Assist with the management and records of the post construction storm water management policy. Conduct field inspections and provide field solutions as necessary. Assist in the writing of policies, procedures and ordinances. Communicate courteously and effectively, orally and in writing, with other employees, citizens, developers, contractors, consultants, and officials. Work as an effective team member. Walk, carry, drag, hold, lift, pull or push up to fifty pounds of equipment, as well as climb, drive, kneel, squat, stoop, and twist while performing duties. Work indoors and outdoors, including adverse weather conditions, such as extreme cold and heat, heights, and noise. Some exposure to mechanical, radiation, fume, order, dust, mite hazards, using appropriate safety precautions. Drive to job site locations around the City. Some extended hours are occasionally required.

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OTHER JOB FUNCTIONS:

Provide support to other City departments.

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REQUIRED EDUCATION DEGREES, CERTIFICATES, AND/OR LICENSES:

Bachelors Degree in Civil Engineering from a University with an engineering program accredited by the Accrediting Board for Engineering and Technology. Engineer in Training (EIT) Certificate. State of Texas Driver’s License, Class C.

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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Knowledge of civil engineering-related mathematics and principles required. Skills required in: operating civil engineering related instruments, tools and equipment. General knowledge required with spreadsheets, word processing, the Internet, and other computer software. Must have good oral and written communication skills.