



Job Title: <u>Deputy Development Engineer</u>	Job Number:
Job Classification: <u>Professional / Technical</u>	2618

Reports to: Development Engineer	Department: Public Works - Engineering	Pay Grade: 134 Exempt
-------------------------------------	---	-----------------------------

**PRIMARY DUTY:** Under general supervision, reviews engineering plans for construction projects for the Public Works Department (PWD); verifies compliance with design standards and City codes.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assumes responsibilities for the Development Section as the Acting Development Engineer in the event of the Development Engineer’s absence.
- Assists the Development Engineer with the activities of the Development Section.
- Reviews complex civil subdivisions development plans for compliance with code of ordinances for drainage, grading, roadway design, pavement design, storm water design, sanitary sewer design, and water supply design.
- Reviews complex civil/commercial building development plans for ensuring compliance with code of ordinances.
- Reviews abandonment of easements and right-of-ways; zoning cases; and encroachment cases for compliance with city code of ordinances and analysis of effect on operations.
- Provides technical support for various meetings and workshops including Board of Adjustments; Plan Commission; and weekly Plan Review.
- Participates in the administration of Flood Prevention and Protection Code of Ordinance; Storm Water Management Regulations; and Escarpment Regulations Code of Ordinance.
- Sets up and conducts preconstruction meetings for private development on City right-of-way.
- Receives and reviews cut sheets; proposed changes for projects; and submittals for design engineers.
- Interprets, applies, and explains codes and regulations; reviews files for Plan Commission and Zoning Board of Adjustment.
- Maintains project files, documents and records; prepares reports on program activities and performance.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work- related issues and City information; performs other duties as required or assigned.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City organization, operations, policies and procedures.
- Fundamentals of civil engineering, mathematics, and physics.
- Principles of design, construction, and maintenance of public works projects.
- Methods, materials, and equipment used in public works infrastructure.
- Federal, state, and local development safety codes and regulations.
- Regulations, protocols, and standards governing plan review and civil infrastructure systems construction

activities.

**Skill in:**

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and procedures, Federal and state regulations and City policies and procedures.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state, and federal agencies.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Engineering is required; AND four years' work experience in civil engineering or engineering plan review; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.
- Registration as a Professional Engineer by the Texas Board of Professional Engineers is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
  - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
  - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Light work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force

frequently and/or a negligible amount of force constantly to move objects.

- The visual acuity requirements including color, depth perception and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
  - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; occasional field environment with travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

**Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number