



Job Title: <u>Engineer in Training</u>		Job Number: 2624
Job Classification: <u>Professional / Technical</u>		Physical Type # 1
Reports to: Senior Engineer/Deputy Director	Department: Public Works – Engineering / Utilities	Pay Grade: 127 Exempt

**PRIMARY DUTY:** Under the direction of a licensed engineer, develops, reviews, and executes civil engineering projects for the Engineering Division of the Public Works or Water Utility Services Department.

**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:*

- Performs civil engineering work to develop plans and recommendations for civil engineering projects such as feasibility studies, design of water, sanitary sewer, storm drain, streets, pedestrian improvements, and detention facilities.
- Meets with citizens, businesses, and outside agencies to discuss engineering issues.
- Under supervision of a licensed engineer, prepares plans, specifications, estimates, special provisions, and funding documents.
- Conducts various meetings including pre-bid, bid-opening, and pre-construction.
- Serves as Project Manager for in-house design and construction projects.
- Serves as Project Manager for selected consultant projects.
- Performs other duties assigned by engineers in support of the Engineering Division and/or Water Utility Services including possible job rotation.
- 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.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Performs other related and assigned duties as required.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- Principles of civil engineering, mathematics, and physics.
- Principles of design, construction and maintenance of public works and utility projects.
- Methods, materials and equipment used in public works construction, maintenance and repair.
- City organization, operations, policies and procedures is preferred.

**Skill in:**

- Developing and reviewing designs, details, estimates, plans and specifications of engineering projects.
- Preparing, reviewing, and presenting reports.
- Establishing and maintaining cooperative working relationships with City employees, officials and representatives from other local, state and federal agencies.
- Strong oral and written technical communication skills.
- Proficiency with software including AutoCAD, Civil 3D and Microsoft Office a plus.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Engineering from an ABET accredited university is required. Fundamentals of

Engineering Exam (FE) must be passed within 12 months of employment. Related civil engineering work experience is preferred.

#### **LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.
- Engineer in Training certificate from the Texas Board of Professional Engineers must be obtained within 12 months of hire.

#### **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.
  - The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, gases, or poor ventilation.

- The worker is subject to close quarters, crawl spaces, shafts, manholes, enclosed rooms, sewage and line pipes and other areas that could cause claustrophobia.

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