



JOB ANNOUNCEMENT



CIVIL ENGINEER III DEPARTMENT OF WATER RESOURCES

Posting Date:	January 6, 2017	Job Code:	439-4970
Closing Date:	Open Until Filled	Grade:	1228 – Exempt
Pay Range:	Hourly: \$27.92- \$41.89 Annual:\$58,073 - \$87,131	Work Status:	Full Time

To apply for this job, please submit a resume and letter of interest.

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Professional position involving the construction inspection of single or multiple large and complex projects to ensure compliance with the contract plans and specifications. Serve as primary field contact liaison with engineering design staff, contractors project staff and the departments project staff; typically provide supervision and direction of lesser experienced project inspection staff.

MAJOR JOB RESPONSIBILITIES

Prepare and/or supervise the preparation of daily reports of construction work;

Identify potential problems, such as out-of-scope work, differing site conditions, and work interference;

Utilize engineering background, construction experience and knowledge of industry standards to review and negotiate construction claims and change orders;

Review Contractor's construction schedule and periodic updates. Evaluate project status including resources, activity duration and relationships. Performs analysis of schedule impacts due to changes and changed conditions;

Ensure monitoring of overall quantity and quality of contractor's work;

Maintain liaison with engineering design disciplines to obtain clarification and interpretation of the contract plans and specifications. Prepare independent responses to RFI's and issue clarification as needed;

Maintain liaison with Department staff;

Coordinate with contractor to correct areas of non-compliance;

Generate project correspondence, prepare for and administer project meetings;

Review and approve contractor's monthly payment requisitions for further processing;

Prepare and disseminate all required project documentation records. Maintain and organize project records including daily field reports, testing and inspection reports, status reports, punch-lists, shop drawing submittals, O&M manuals and record documents.;

Coordinate project start-up and close-out;

Assume additional duties and responsibilities as directed by Construction and Project Section Chief;

Maintains City vehicle, assuring all preventive and routine maintenance is completed;

Performs other related duties as required;

Employee subject to recall to duty in cases of emergency;

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's Degree in Civil, Structural, or Environmental Engineering;

Ten (10) years of construction engineering and design experience;

Complete knowledge of construction products, methods and procedures;

Any equivalent combination of education and technical experience, which provides the minimum level of qualifications stated above.

Licenses and Certifications:

State of Georgia Certified Professional Engineer or Certified professional Engineer in a State having reciprocity with Georgia preferred.

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

Position receives minimum direction; individual determines work assignments in conjunction with overall project schedule;

Excellent communication and organizational skills and the ability to interface at different levels;

Strong computer skills required for utilization of construction related software for project scheduling and documentation;

Knowledge in the use of surveying and computer equipment;

Knowledge of the theories, principles, practices, and methods involved in construction and maintenance of water and sewer facilities, building construction and maintenance, site grading and storm water support systems, highway construction, and experience and knowledge of construction products, methods and procedures;

Knowledge of the laws, statutes and ordinances associated with water and sewer facilities, building construction and highway construction;

Ability to communicate clearly and effectively, both orally and in writing.

Ability to supervise and direct other Resident Engineers and Resident Inspectors;

Knowledge of the principles and practices utilized in the inspection and testing of materials used in the construction of roads, bridges, and other projects;

Skill in use and application of surveying equipment;

Ability to review and interpret contract provisions, and construction plans and specifications;

Ability to organize, interpret, analyze and prepare technical engineering reports;

Ability to establish and maintain effective working relationships with engineers, developers, contractors, Federal, State and Local officials, government employees and the public;

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
