



## City of North Charleston

### Vacancy Notice

**Position:** Staff Engineer  
**Department:** Public Works  
**Pay Grade:** 119 (\$68,072 - \$102,108)

#### GENERAL STATEMENT OF POSITION

Under limited supervision, performs professional engineering work in the design, evaluation, construction and maintenance of street and stormwater public infrastructure, structures and facilities, and other public works projects. Administers construction contracts; serves as technical adviser in the operation and maintenance of infrastructure systems and facilities; assists in coordinating other functions of the Public Works Department as assigned, and performs related professional, technical, administrative and supervisory work as required. *\*Full Job Description Attached.*

#### MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in civil engineering supplemented by four to five years of progressively responsible experience in public works engineering, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 10/15/2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP  
Director – Human Resources

City of North Charleston  
South Carolina

*An Equal Opportunity Employer*

<b>Job Title:</b>	<b>STAFF ENGINEER</b>		<b>Job Code:</b>	760
<b>Core Comp Group</b>	<b>ADMINISTRATIVE</b>		<b>FLSA:</b>	<b>EXEMPT</b>
<b>Pay Grade:</b>	119			
<b>Effective Date</b>	10/13/21	<b>Revision A: Risk</b>	M. COLE 10/13/21	
<b>Revision B:</b>		<b>Revision C:</b>		
<b>FOR DEPARTMENTAL/OFFICE USE ONLY</b>				
<b>Dept.</b>	<b>Public Works</b>		<b>Dept. #</b>	620
<b>Location:</b>	<b>Public Works</b>		<b>EM Status:</b>	
<b>Reports To:</b>	<b>Assistant Director of Public Works</b>			

**Summary Objective**

Under limited supervision, performs professional engineering work in the design, evaluation, construction and maintenance of street and stormwater public infrastructure, structures and facilities, and other public works projects. Administers construction contracts; serves as technical adviser in the operation and maintenance of infrastructure systems and facilities; assists in coordinating other functions of the Public Works Department as assigned, and performs related professional, technical, administrative and supervisory work as required.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Performs professional engineering work in the planning, design and project management of City infrastructure and civil engineering projects.
- Assists supervisor in developing and implementing Engineering Division policies, procedures, goals, objectives and standards of quality.
- Provides department-wide coordination of specific program areas as assigned.
- Conducts engineering studies or program review as required; prepares related reports and recommendations.
- Serves as project manager, contract administrator and/or owner's representative on capital improvement, repair and maintenance projects.
- Reviews engineering reports, drawings, specifications and calculations for buildings, structures, streets, sewers and other public works facilities to ensure compliance with current industry practices, codes, regulations and ordinances.
- Reviews plats, plans, specifications, site development plans and subdivision designs prepared by engineering consultants, developers and other contractors for accuracy, completeness and conformance with various laws, codes and regulations, and engineering standards.
- Prepares engineering plans and specifications, quantity and cost estimates, project schedules.
- Researches property titles, rights-of-way and easements; reviews and processes and approves encroachment permits for improvements in City rights-of-way and other publicly owned and controlled areas; obtains required permits and notifications for work from other departments and agencies; participates in the acquisition and disposal of public property for the as needed for right-of-way, easement or capital improvement projects.
- Administers contracts for consulting and other professional services on assigned projects; monitors the bidding and administration of construction contracts. Negotiates change orders; authorizes payment of invoices.

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**STAFF ENGINEER**

- Represents the department in meetings with architects, engineers, citizen groups, property owners, and other governmental agencies regarding assigned projects; reviews and interprets requirements for proposed development and permits with real estate developers, engineers, surveyors, architects, attorneys, property owners and other individuals.
- Performs field survey work and inspects projects at various stages of construction; interprets and plots field survey data; reviews laboratory tests of construction materials; reviews project submittal data for conformance with plans and specifications.
- Performs facilities management responsibilities, including overseeing the construction, renovation, maintenance and repair of City facilities, including buildings, other structures, and all related systems such as electrical, mechanical, plumbing, alarms and HVAC.
- Manages the asbestos, lead-based coatings and indoor air quality inspection programs as they relate to City engineering projects; prepares contract specifications and administers contracts for the testing, remediation or removal of asbestos and lead-based coatings.
- Takes necessary steps to ensure environmental compliance and mitigation of environmental issues related to engineering projects.
- Prepares and maintains detailed project records and plans.
- Assists in preparing division and project budgets; prepares forecasts of necessary funds for capital improvement projects, materials, equipment and supplies; monitors and approves budget expenditures.
- Coordinates and/or assists in purchasing department equipment, materials and supplies; evaluates equipment for replacement and plans for the timely and cost-effective replacement of equipment; manages the department's capital assets inventory.
- When activated, assumes command of the department's disaster response command center; coordinates preparedness and recovery efforts of the department, and integrates the department's response to and with the City's overall plan through communication with the Municipal Emergency Operations Center.
- Provides coordination, leadership and limited supervision of subordinate staff as assigned; offers training, advice and assistance as needed.
- Receives and responds to inquiries, requests for assistance, concerns and complaints regarding division projects; serves on local committees to resolve problems or conflicts pertaining to Public Works projects.
- Represents the department at various City, community and other meetings.
- Keeps abreast of trends and issues in public works by reading professional and technical publications and attending conferences, workshops, professional meetings, etc.
- Receives and reviews various records and reports including work requests, construction plans and specifications, site plans, plats, technical study reports, permit applications, etc.
- Prepares a variety of documents, including but not limited to budget documents, technical reports, project plans and specifications, cost estimates, plats, and various other records, reports, memos and correspondence.
- Refers to policy and procedure manuals, computer manuals, safety manuals, architectural and engineering drawings, plats, maps, specifications, codes, ordinances, professional publications, etc.
- Operates a vehicle and a variety of equipment such as a computer, printer, plotter, digitizer, scanner, GPS receiver, magnetic locator, calculator, telephone, etc.
- Uses computer and clerical supplies, surveying instruments, drafting tools, cameras.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, City Council, other City department heads and personnel, subordinates, committee and task force members, regulatory and other government agencies, property owners, developers, surveyors, consultants, architects, engineers, news media and the general public.
- Performs general administrative duties as required, including preparing reports and correspondence, entering and retrieving computer data, attending meetings, copying and filing documents, etc.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

#### **Knowledge, Skills and Abilities**

- Knowledge of the methods, procedures and policies of the Public Works Department as they pertain to the performance of duties of the Staff Engineer.

- Knowledge of the organization of the Department and of related departments and agencies.
- Knowledge of the functions and interrelationships of the County and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge in the areas of civil engineering, general construction, contract administration, budget administration, and general municipal public works services and methods of operation (including street maintenance, stormwater management, solid waste management, facilities maintenance and fleet maintenance programs.)
- Knowledge of and skilled in land surveying.
- Knowledge of and skilled in the use of both manual and computer-assisted drafting technology.
- Ability to make sound, educated decisions.
- Ability to help plan and develop short- and long-term goals related to County purposes.
- Ability to help plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals.
- Knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to make public presentations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of division and project budgets, and knows how to prepare and monitor budgets.
- Ability to make required mathematical computations with accuracy and speed.
- Knowledge of modern office practices and technology.
- Knowledge of and skilled in the use of computers for word processing, records management and engineering applications.
- Knowledge of and skilled in the use of GPS technology.
- Knowledge of applicable occupational hazards and safety precautions.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

#### **Minimum Education and Experience Requirements**

Requires a Bachelor's degree in civil engineering supplemented by four to five years of progressively responsible experience in public works engineering, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

#### **Physical Demands**

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**STAFF ENGINEER**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires light-to-medium work that involves walking or standing some of the time and also involves exerting light to moderate force on a recurring basis, and considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

#### **Unavoidable Hazards (Work Environment)**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - bright/dim light; dusts and pollen
  - extreme heat and/or cold; wet or humid conditions
  - extreme noise levels; animals/wildlife;
  - vibration; fumes and/or noxious odors;
  - traffic; moving machinery;
  - electrical shock; heights;

#### **Special Certifications and Licenses**

- Valid South Carolina Driver's License

#### **Americans with Disabilities Act Compliance**

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

#### **Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

#### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.