



## **Town of Southwest Ranches Job Description**

**Title:** Assistant Town Engineer  
**Department:** Public Works  
**FLSA Status:** Exempt  
**Reports to:** Public Works Director

### **General Description**

Under limited supervision, performs professional civil engineering work in the design, inspection, construction and maintenance of public works projects and facilities. Also coordinates and reviews design and construction of private projects to ensure compatibility with Town ordinances and facilities. Is responsible for closely inspecting projects under construction and ensuring existing facilities are maintained in accordance with proper engineering practices and techniques.

The employee reviews plans and permits for various engineering projects; reviews drawings; issues specifications; performs calculations; determines compliance with codes and standards; and undertakes designs, permitting, and project management tasks when assigned to do so. Responsibilities include engineering inspections of new developments, roads, and utility infrastructure. The position also evaluates results, initiates reports, and manages assigned programs.

Work is performed independently and requires technical discretion and judgment. Reports to Public Works Director.

### **Essential Functions**

1. Review site plans plats, and other residential and commercial subdivisions.
2. Coordinates with the Code Enforcement Department on related land development codes and permit compliance and the Zoning and Building Departments on construction permitting and inspections.
3. Processes permit applications and performs technical review meetings in accordance with the Town's Unified Land Development Code. Conducts inspections in conjunction with development permit application reviews and ensures compliance with permitted conditions of construction approval.
4. Performs technical review of civil engineering design plans, engineering calculations, and permits including but not limited to site plan, water, wastewater, stormwater, paving plans, and stormwater calculations.
5. Reviews plans for public works projects for compliance with standards.
6. Supervises the inspection of various public works construction projects.

7. Receives, reviews, prepares, and/or submits various records and reports including engineering plans and specifications, technical reports, calculations, permits and applications, and miscellaneous correspondence; assists with NPDES permit compliance.
8. Prepares and reviews engineering plans, specifications, calculations, technical reports, permits applications for various engineering projects depending on assignment; oversees construction projects.
9. Investigates engineering related complaints.
10. Manages assigned programs such as the Community Rating System Program.
11. Assists in maintaining and updating municipal records in the assigned area.
12. Interacts and communicates with various groups and individuals such as Town department directors and employees, county and state regulatory officials, and the general public.
13. Represents the department at development related meetings and various meetings.
14. Inspects streets, drainage systems, waterways, underground utilities, parking areas, and municipal facilities; ensures conformance with approved plans and specifications.
15. Prepares inspection reports; maintains inspection logs; checks existing permits.
16. Answers telephone or in-person inquiries regarding inspections and code compliance; investigates and resolves complaints.
17. Confers with and advises the general public, Town departments, and contractors concerning problems associated with construction projects.
18. Investigates complaints relating to flooding, encroachments to the public right-of-way and poor road conditions.
19. Monitors Town and private construction projects.
20. Performs other duties as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

## **Qualifications**

- A. Education and Experience:
  - Bachelor's Degree in Civil Engineering or closely related field.
  - Registration as a Professional Engineer in the State of Florida.
- B. Certifications / Special Requirements:
  - Must have National Incident Management System (NIMS) certification (level to be determined by job classification requirements) or obtain within one year of employment.
  - Florida Driver's License

c. Knowledge, Skills and Abilities:

- Communicates clearly, concisely, and comprehensibly in both written and verbal format.
- Excellent interpersonal skills required.
- Knowledgeable with Microsoft Office Suite.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
- Establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status, or political affiliation.
- Exceptional time management skills.
- Problem-solving and decision-making skills.
- Ability to work effectively with minimal supervision.
- Exceptional attention to detail.
- Skilled in the use of standard office equipment (copiers, business telephone systems)

d. Essential Physical Skills:

Acceptable eyesight, hearing (with / without correction), ability to communicate (orally and in writing), reaching, pulling, pushing, walking, standing, sitting, kneeling, and bending. Must be able to carry up to 25 pounds.

e. Environmental Conditions:

Works indoors and outdoors.

f. Key Competencies:

Integrity, Initiative, Judgement, Attention to Detail, Interpersonal Skills, Communication (oral and written). Work is performed under general supervision and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)