



DALTON *Georgia*
"THE CARPET CAPITAL OF THE WORLD"

Project Engineer City of Dalton Public Works Department

Job Title: Project Engineer
Department: Public Works Department
Employment Type: Full-time, Exempt
Salary: \$23.00-\$26.50 per hour; DOQ & Prior Applicable Experience

Submit Applications to: City of Dalton Human Resources
300 W. Waugh Street, Dalton GA 30720
In-Person or Online

Posting Begins: Monday, February 20th, 2017
Posting Closes: Open until filled

Job Summary:

Under supervision of the Director and Assistant Director of Public Works, perform technical engineering work in the design and completion of projects related to: roadway/bridge construction & maintenance, stormwater drainage/flood control, traffic systems, geotechnical, and other civil engineering infrastructure projects and project components.

Primary Duties & Responsibilities:

- Take a variety of Public Works projects through the phases of concept development, design, bidding, construction, and close out in the role of Project Manager/Engineer.
- Develop quantity takeoffs and cost estimates for infrastructure projects, capital improvements, and other public works projects.
- Perform inspection, management, and oversight on Public Works construction projects (in-house and contracted work) including, but not limited to: site layout, quantity measurements, materials testing, project schedule and progress, plan/specification conformance, etc.
- Develop bid packages and construction contracts for various public works projects. Oversee the bidding process as per State law and applicable procedures.
- Coordinate with consultants and contractors to efficiently manage projects including, but not limited to: holding pre-proposal, pre-construction, construction progress, and site

meetings. Assists in reviewing consultant proposals. Provides oversight to these contracts as directed.

- Perform drafting and computing work; gathers, compiles, reviews, and validates calculations and field data for the design, layout and construction of roadway, drainage/flood control, traffic control, and other infrastructure related projects.
- Perform civil engineering design related to public works infrastructure projects using survey information, field data/assessments, and CAD. Assists in gathering and updating GIS information and mapping.
- Coordinate public works projects with utility agencies, GDOT, internal City Departments, etc.
- Assists in planning, budgeting, and reporting of projects & Departmental operations. Make presentations as directed to the Mayor and Council, Public Works Committee, Community groups, homeowners associations, and the public.
- Interact with the public and community by being the designated contact on assigned projects. Be available to answer questions and provide information on behalf of the Department/City.
- Conduct special engineering studies: traffic studies, traffic counts, inventories, mapping, drainage, etc.
- Maintain the Department's street database, pavement management program, and other records/databases as assigned.
- Develop projects list and implementation plans when funding presents itself (e.g. annual street resurfacing program, safety projects, sidewalk projects, traffic operation projects, structure repairs, etc.)
- Track labor, equipment, and material quantities for active public works projects for purposes of preparing reimbursement requests or for various reports.
- Prepare documentation and write narratives for State, Federal, and third party grant requests as directed.
- Within 12 months (or within a timeframe established by management upon receiving the position) the Project Engineer will be responsible for directly overseeing the Department's Traffic Division (1 Foreman and 5 other employees who maintain 88 traffic signals, all signs, and all striping within the City).
- Performs site plan reviews on behalf of the Department on local development projects using the City's E-Plan Solutions website to ensure conformance with City ordinances, policies, and applicable development codes.
- Other duties as assigned.

Qualifications & Desired Skills:

- Education and Experience:
 - Bachelor's degree in Civil Engineering, Civil Engineering Technology, or related degree program is required, and two (2) years work experience is preferred, but not required.

- Work experience in construction management, project management, and civil engineering projects whether in the public or private sector is preferred (internships/co-ops would also be considered)
- OR an equivalent combination of education and experience.
- Licenses or Certifications:
 - Engineer in Training (EIT) or Professional Engineering (PE) license preferred, but not required. If not, candidate should pursue achieving EIT within 12 months of date of hire.
 - Must possess and maintain throughout employment an active, valid Georgia driver's license and maintain a good driving record.
 - GSWCC Certified Personnel preferred
- Required Knowledge of:
 - Fundamental principles, practices, and techniques of civil engineering
 - Knowledge of civil engineering mathematics including geometry and trigonometry
 - Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports.
 - Principles of design, construction, and maintenance of public works projects
 - Types of tests performed on construction materials and components
 - Principles of hydraulics and hydrology
 - Federal, State, and City standards, protocols, specifications and guidelines for public works construction
 - Manual on Uniform Traffic Control Devices (MUTCD) rules and regulations
- Required skill in:
 - Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
 - Interpreting and applying engineering standards and procedures, Federal and state rules and regulations, and City policies and procedures.
 - Reading and interpreting engineering plans and specifications, plans and other related documents.
 - Analyzing and evaluating technical engineering data and construction documentation.
 - Checking designs, details, estimates, plans, and specifications of engineering projects.
 - Reviewing and verifying mathematical calculations.
 - Making accurate drawings and maps and keeping accurate field notes.
 - Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
 - Operating a personal computer utilizing complex engineering software applications, including, but not limited to: CAD, GIS (ESRI Platform), Synchro, Tru-Traffic, Microsoft Excel, Microsoft Word, Microsoft Access, Outlook, Adobe Pro, etc.
- Physical Demands / Work Environment:
 - Work is primarily performed in a standard office environment and is subject to sitting, standing, walking, bending, and reaching for extended periods of time; and subject to field review and observations performed outdoors in all weather conditions.

- Must be able to safely pull, push, lift and carry equipment and materials weighing up to fifty (50) pounds.
- May be required to work immediately before, during or after an emergency or disaster.
- NOTE: This position is designated safety and/or security sensitive.

Application Review & Interview Process:

- Upon receiving applications & resumes that have been submitted to Human Resources at City Hall, the Department will review applications and select candidates for interviews based on qualifications and experience. Candidates selected to receive an interview will be called and a date and time will be scheduled for the interview to take place.
- If selected for the position following interview(s), candidate for employment:
 - Must pass pre-employment background check
 - Must pass pre-employment drug screen
- 6 month working test – Candidate for employment will be considered “under probation” during the first six months from the date of hire. The probation period is considered a working test period where the employee’s performance will be closely monitored and provided feedback on positive performance as well as areas that may need improvement.

Benefits:

- 9 Paid Holidays
- Sick Leave (10 days annually)
- Vacation Days
 - 0-5 Years – 12 days annually
 - 6-15 Years – 18 days annually
 - 16+ Years – 24 days annually
- 457B Retirement Plan (City matches employee contributions up to 5% of salary)
- Service Awards (5 year increments)
- Health Insurance (employee pays portion of monthly premium)
 - Cafeteria Options for Eye, Dental, Short-Term Disability, Cancer, FSA, etc.
- Life Insurance (1x annual salary)
- Accidental Death and Dismemberment (AD&D)
- Long Term Disability
- Bradley Wellness Center – Membership Discounts
- Employee Assistance Program (EAP)
- Tuition Reimbursement Program