

# Exempt; Full-Time

**City of Novi**

**Job Description**

**Project Engineer**

**Utilities**

Department: Public Works

Division: Engineering

**SUMMARY**

Performs professional work relating to the project management of capital infrastructure projects for the City’s water and sanitary sewer systems from design to construction closeout. Performs other tasks in support of the Engineering Division on a routine basis including plan reviews, communication with the public, and the City’s engineering consultants with latitude for independent judgment.

# SUPERVISION RECEIVED

Reports to and is supervised by the City Engineer.

# SUPERVISION EXERCISED

Engineering consultants may report to this position for certain tasks.

# RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

* Works in conjunction with the City’s consulting engineering firms through the design phase of City water and sanitary sewer projects through review and approval of engineering design plans.
* Assists staff with water and sanitary sewer design review for private development projects.
* Reviews plans and specifications for conformance with the City’s Design & Construction Standards, and all other applicable City ordinances and County, State, and Federal statutes/requirements.
* Coordinates the bidding process for construction contracts and facilitates the recommendation for bid award.
* Assists in the compilation of City Council meeting agenda items.
* Reviews soil erosion and sedimentation control permit applications and plans.
* Communicates project-related information to the project stakeholders, City Engineer, and City Administration.
* Responsible for the supervision, inspection oversight, coordination, and close-out of City water and sanitary sewer projects along with associated documentation.
* Coordinates the work completed by the City’s engineering consultants and contractors related to the construction phase of capital infrastructure projects.
* Assists with the development of the annual Capital Improvement Plan (CIP) by developing project scopes and estimates.
* Responsible for coordination with consultants for inspection and contract administration of City water and sanitary sewer capital projects.
* Reviews project pay estimates and change orders prepared by city staff and/or consulting engineers, as well as reviewing project costs as they relate to estimated and budgeted amounts and maintaining associated project documentation.
* Coordinates reviews and approvals associated with the permitting process with outside agencies, such as MDOT, FHWA, RCOC, WCDPS, EGLE, USACE, WRC, EPA, etc.
* Facilitates the acquisition of right-of-way and temporary and permanent easements that are necessary for City water and sanitary sewer projects.
* Work with County, State, and Federal representatives, contractors, and engineers to resolve issues brought forth by Novi homeowners and/or residents.
* Performs special studies and projects as assigned by the City Engineer.

# QUALIFICATIONS, CERTIFICATES, LICENSES, AND REGISTRATIONS

* + Bachelor of Science degree in Civil, Construction, or Environmental Engineering required from a college or university accredited by the Accreditation Board for Engineering and Technology (ABET).
  + Possess EGLE Part 91 certification in soil erosion and sedimentation control or obtain within six months of employment.
  + Experience with an engineering or municipal organization relating to public infrastructures, such as water, sanitary sewer, design, scheduling, project estimating, bidding, contracting, and construction practices (a minimum of two years is preferred).
  + Familiarity with Microsoft Office applications required. Experience with Geographic Information System (GIS) software products preferred.
  + Classification as an Engineer-in-Training (EIT), a State of Michigan Professional Engineering License, and/or an advanced degree in an engineering-related discipline preferred but not required.
  + State of Michigan vehicle operator license required.

# ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

All of the following functions, qualifications, and duties are essential. An employee in this class, upon appointment, must have the equivalent of the following:

* + Values diversity in the workplace and in the community
  + Has a record of professional association involvement and having kept abreast of modern and innovative methods and technologies related to the Engineering field.
  + Listens and communicates effectively with a variety of audiences. Includes written or oral communication of ideas, strategies, goals, and directions.
  + Conducts themselves in a manner that is congruent to the City’s Leadership Philosophy and the [ICMA Code of Ethics.](https://icma.org/node/62371)
  + Skilled in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
  + Demonstrated ability to consistently and effectively provide a high level of service in accordance with the Novi Guest Service Guarantee Policy to all customers and visitors serviced by, as well as within in the City organization.

# PHYSICAL DEMANDS

The physical demands described herein 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 essential functions.

While performing the duties of this job, the employee is regularly required to use his/her hands and fingers; reach with hands and arms; and talk or hear. The employee is frequently required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

# WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will routinely work in a normal office setting. The employee occasionally travels to job sites and may work near moving mechanical parts and heavy equipment. The employee occasionally works in outside weather conditions and on roadways; and occasionally may be exposed to fumes, airborne particles, insects, loud noises, and toxic or caustic chemicals.

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to this classification. They are not to be construed as an all-inclusive listing of duties the employee may be expected to perform.