

**THE CITY OF BLAINE, MINNESOTA
ANNOUNCES AN OPENING FOR A FULL-TIME
Project Engineer**

SALARY

\$42.78 – \$55.61 per hour per DBM C42 of the 2022 Classification and Compensation System, plus excellent benefits.

POSITION SUMMARY

The third level of the Engineering Series is responsible for performing engineering design and projects. Responsibilities may include designing and inspecting construction projects; site plan reviews; preparing related reports; and providing technical advice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, reviews, and analyzes plans and project proposals to determine and ensure compliance with laws and regulations.
2. Prepares documentation and materials for engineering projects, which includes: developing engineering plans; conducting field investigations; preparing feasibility reports and specifications; and researching and analyzing related data.
3. Provides technical assistance and advice related to projects, inspections, and related functions of the department.
4. Responds to a variety of inquiries from staff members and the general public related to processes and procedures within assigned area of responsibility; and confers with engineers, residents, developers, and builders with applicable engineering issues in assigned area of responsibility.
5. Performs other duties of a similar nature or level.

Examples of specific responsibilities may include, but are not limited to:

- Prepares feasibility reports, and plans and specifications for public improvement projects as assigned by City and Assistant City Engineer.
- Monitors inspection of public improvement projects and developer installed improvements.
- Provides technical advice and assistance to engineering department.
- Reviews development plans, site plans, and grading plans for developer installed improvement projects, including storm drainage, erosion control provisions, utility design, site grading, street design, and traffic circulation.
- Reviews plans and specifications submitted by consultant engineers to determine whether they conform to City guidelines, policies, ordinances, and engineering standards.
- Provides research assistance to the City Engineer.
- Performs complex engineering duties as assigned by the City Engineer.
- Assists in administration of the City's Municipal State Aid program.
- Communicates City requirements to engineers, consultants, and developers as they relate to the installation of utilities and streets.
- Keeps informed on all specifications, regulations codes, construction practices, and general accepted engineering standards.
- Responds to information requests on projects, city ordinances, and state codes.
- Attends Traffic Commission meetings as needed.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE REQUIREMENTS

1. Engineering principles and practices.
2. Project management principles and practices.
3. Research principles and practices.
4. Applicable Federal, State, and local laws and regulations.
5. Report development principles and practices.
6. Public speaking principles and practices.

7. Computers and applicable software applications.
8. Design principles and practices.

SKILL REQUIREMENTS

1. Managing projects.
2. Operating computers and applicable software applications.
3. Interpreting and applying applicable Federal, State, and local laws and regulations.
4. Conducting research.
5. Preparing reports and analyses.
6. Presenting reports.
7. Interpreting and applying engineering principles and practices.
8. Applying communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM REQUIREMENTS

1. Bachelor's degree in Civil Engineering or related field.
2. Two years work experience in civil engineering.
3. Two years computer experience in Microsoft Office and AutoCAD.
4. Possession of, or ability to obtain, a valid driver's license.

DESIRABLE QUALIFICATIONS

1. Previous municipal engineering experience.
2. Work experience in street design and review.
3. Computer experience in Hydro CAD.
4. Storm drainage design experience.
5. Traffic engineering experience.

LICENSING REQUIREMENTS

Professional Civil Engineer Registration within two years of employment.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

APPLICATIONS: Application materials can be obtained at 763.785.6109 or www.blainemn.gov/jobs. Application materials must be received by 4:30 p.m. Friday, July 1, 2022.

The City of Blaine encourages qualified applicants of all backgrounds, cultures, races, gender, age and abilities to apply. As an equal opportunity employer, consideration for employment will be given without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
