



CITY OF PRATTVILLE
invites applications for the position of:
**2019-A Engineering
Services Manager
(10/2019)**

An Equal Opportunity Employer

SALARY: \$51,854.40 - \$60,132.80 Annually

OPENING DATE: 10/04/19

CLOSING DATE: 11/03/19 11:59 PM

JOB SUMMARY:

The purpose of this position is to manage assigned engineering functions. Job duties consist of varied construction inspection and plan review duties. Successful performance contributes to a safe, well-maintained, and efficient city infrastructure. FLSA status is Non-Exempt.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or logical assignments for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions in this classification, but are determined by the normal requirements for this particular position.

INSPECTION DUTIES (50%)

Inspects new subdivisions for storm and sanitary sewer installation, water installation, proof roll, curbs, gutter installation, storm inlet installation, and asphalt placement.
Inspects storm sewer connections on commercial buildings.
Internally inspects 30" or larger storm pipes.
Performs proof rolls to ensure proper compaction of streets prior to curb, gutter, and asphalt placement.
Conducts two-year subdivision review; prepares punch lists for developers.
Monitors final testing of sanitary sewer installations.

MAINTENANCE DUTIES (20%)

Responds to work orders; troubleshoots problems and determines the nature of the problem; coordinates resolutions.
Performs ride alongs to identify needed repairs and maintenance.

PLAN REVIEW DUTIES (10%)

Performs plan reviews.
Checks incoming plans and blueprints to ensure compliance with city specifications.

SURVEY AND OTHER RELATED DUTIES (20%)

Performs surveying to verify elevations and distances, find property corners, layout building pads, and check grades.
Performs property deed research.

Responds to concerns from the general public, contractors, city officials, or related professionals. Performs other duties as needed or assigned.

MINIMUM QUALIFICATIONS:

Bachelors' Degree in Civil Engineering or a related field from an accredited institution is required.

Three (3) years' of experience in a related field preferably in a municipal government.

Must be twenty-one (21) years of age or older.

Must have a Class "A" Drivers' License (or the ability to obtain within 9 months of employment).

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification but are determined by the normal requirements for the particular position. The following list was developed through job analysis; however, it is not exhaustive and other duties may be required and assigned.

Job duties are typically performed while standing, walking, crawling, bending, crouching, or stooping. Employees frequently lift light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

Job duties are typically performed outdoors, occasionally in extreme or inclement weather.

Employees may be exposed to noise, dust, machinery with moving parts, and irritating chemicals.

Job duties require the ability to get/fit into confined spaced.

Job duties require the use of protective devices such as masks, goggles, or gloves.

Job duties require the ability to deal with and relate to people beyond giving and receiving instructions.

Job duties require the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive the nature of sounds by ear.

Job candidates must be able to adapt to and perform under moderate stress.

Job duties require regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

KNOWLEDGE, SKILLS, AND ABILITIES

City of Prattville employees are required to obtain knowledge of the City of Prattville Policies and Procedures, and knowledge of their specific department rules, policies, and procedures. This job description does not necessarily include all the duties which may be required of individual employees in the classification. Job descriptions may be revised as needed.

Knowledge of department and city policies and procedures, and relevant federal, state, and local laws and regulations.

Knowledge of surveying principles and practices.

Knowledge of civil engineering and construction principles and techniques.

Knowledge of city codes and ordinances.

Knowledge of computers and job-related software programs.

Knowledge of work safety principles and practices.

Skill in performing construction inspections.

Skill in reading and reviewing plans.

Skill in using independent judgment and discretion.

Skill in prioritizing and planning while managing multiple projects.

Skill in analyzing, interpreting, and preparing reports.

Skill in oral and written communication.

Skill in working under pressure and meeting deadlines.

Skill in problem-solving.

Ability to interpret plans, proposals, reports, and maps.

SUPPLEMENTAL INFORMATION

Must provide proof of your legal right to work in the United States.
Must possess and maintain a valid driver's license.
Must be able to lift at least 50 pounds repeatedly.
Willing to work overtime.
Willing to cooperate with the workload of the department.
Willing to attend continuing education courses.
Willing to comply with City of Prattville rules and regulations.
Must submit to drug screenings for this safety/security sensitive position.
Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

The City of Prattville is committed to maintaining equal employment opportunity by considering job applicants and employees for hiring and advancement on the basis of job-pertinent individual differences and not on the basis of extraneous factors such as race, color, religion, sex, national origin, physical and mental disability, marital status, sexual orientation, genetics, status as current or former uniformed service member, or any other classifications protected by law.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.prattvilleal.gov>

Job #ENG/03 ESM 10/19
2019-A ENGINEERING SERVICES MANAGER (10/2019)
PB

OUR OFFICE IS LOCATED AT:
101 West Main Street
Prattville, AL 36067
334-595-0700
334-595-0700
personnel@prattvilleal.gov

An Equal Opportunity Employer

2019-A Engineering Services Manager (10/2019) Supplemental Questionnaire

- * 1. Do you have an Bachelor's or higher degree in Civil Engineering or a closely related field from an accredited institution?
 Yes
 No
- * 2. This position requires that you possess and maintain a valid driver's license. Do you have a valid drivers license?
 Yes
 No
- * 3. Do you have at least three years of experience in inspecting sewer and storm lines, reviewing subdivision plans, and surveying elevations and distances experience? These employers and/or volunteer experience must be listed on your employment application with a description of your primary duties and responsibilities.
 Yes
 No
- * 4. Describe, in detail, your experience with storm and sanitary sewer installations, curbing, asphalt placement etc..
- * 5. Describe, in detail, your experience with performing plan reviews.

- * 6. Describe, in detail, your experience in surveying elevations, distances, layout building pads etc.

- * 7. This position requires a Class "A" Commercial Driver's License. Do you have a valid Class "A" CDL?
 - Yes
 - No

- * 8. If you answered "no" on having a Class A CDL, can you obtain the Class A CDL within 9 months of employment?
 - Yes
 - No
 - Not Applicable - have license.

- * 9. Licensing requirements mandate a minimum age of 21. Are you 21 years of age or older?
 - Yes
 - No

- * 10. This position requires that you be able to lift up to 50 pounds repeatedly. Are you able to lift up to 50 pounds, repeatedly?
 - Yes
 - No

- * 11. Do you have a problem working in or around an unclean environment?
 - Yes No

* Required Question