

## City of Gardner Position Description

### STAFF ENGINEER - PUBLIC WORKS

*Position Title:* Staff Engineer-Public Works  
*Department:* Public Works  
*Reports To:* Public Works: City Engineer  
*Salary Range:* 7  
*FLSA Status:* Exempt  
*Last Update:* October 14, 2021

#### **Job Summary:**

Under the supervision of the City Engineer, the Staff Engineer is responsible for assigned projects and tasks, and some supervision of the Engineering Technicians and other staff. The Staff Engineer will coordinate, schedule and prepare construction project plans and monitor project development. This employee should possess strong design, communication, technical, supervisory and organizational skills.

#### **Job Scope:**

The Staff Engineer works in a team environment, within Public Works assists other departments, to produce high-quality infrastructure systems.

The Public Works Staff Engineer will work closely with other staff members on a variety of assigned projects including: plan reviews, right-of-way permitting, pavement management and analysis, street design projects and storm water improvements.

#### **Essential Duties and Responsibilities:**

- Assists with implementation of the pavement management program, including: rating of city streets, making recommendations for repair, and working with inspectors in the field.
- Assists staff in the land development process including: review of site plans, subdivision construction plans, plats, and plot plans.
- Reviews and approves/denies right-of-way permit applications.
- Provides technical support to other City departments, developers, and builders on all City infrastructure.
- Assists in preparing presentations to the City Council, Planning Commission, and citizens groups.
- Assists the City Engineer in design, drafting, easement preparation, project research, report writing, and review of construction plans for public improvements.
- Makes KDHE permit submittals.
- Reviews legal descriptions for accuracy.
- Reviews as-built plans for accuracy.
- Performs construction inspection for public improvements as needed.
- Performs reviews and inspections to ensure NPDES compliance.
- Maintain and update the City's standard drawings.
- Performs other related duties as deemed necessary or as required.

#### **Education, Certification and Experience Requirements:**

Bachelor of Science degree in Engineering (preferably in civil engineering or with a strong emphasis on civil engineering) and IE certification with a minimum of 2 years of experience in review and/or design and construction of all public infrastructure or any equivalent combination of training and experience that provides the required knowledge, ability, and skill. Requires the possession of a valid driver's license and a good driving record.

#### **Skills, Knowledge and Abilities:**

A basic knowledge of the materials, testing methods, and practices used in the design and construction of public improvement projects. Develop knowledge and understanding of the City standards and specifications for public improvement projects. Develop knowledge of federal, state, and local regulations pertaining to storm

**City of Gardner Position Description – Staff Engineer– Public Works**  
**Page 2 of 2**

water discharge and water quality. Ability to communicate clearly and concisely, orally and in writing, and maintain effective working relationships with superiors, other employees, city officials, outside agencies, and the general public.

**Tools and Equipment Used:**

Personal computer including word processing and spreadsheet applications; telephone; copier; facsimile, and vehicle. Proficiency in the use of a personal computer with skills in AutoCAD, GIS, Micro Paver, Microsoft Windows and Microsoft Office products and the ability to operate applicable engineering programs

**Physical Demands:**

The physical demands described here 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 the essential functions. This position requires light physical work requiring the ability to walk and/or climb over rough or difficult terrain, ability to work outside in inclement weather conditions, visual acuity to inspect projects, ability to communicate with co-workers and general public, ability to occasionally lift and/or move up to 20 pounds, and the ability to work safely in hazardous situations. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the 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 normally works both outside and within an office environment. Noise levels range from moderately quiet to very noisy.

**Selection Guidelines:**

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

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*The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.*

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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