

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director/797-1024

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A resolution of the Town of Davie, Florida creating the class specification for the position of Engineer II in the Non-Represented Pay and Classification Plan.

**REPORT IN BRIEF:** During the review of the proposed FY 2000-2001 Town Budget, the Town Council approved the new position of Engineer II. Attached is a job description and recommended pay grade assignment for this recommended class specification. The recommended pay grade for the Engineer II is grade 522.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** Yes

If yes, expected cost: \$ 65,653.00 (including benefits)

Account Name: Salaries; 001-0402-515-0101

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution and Engineer II job description

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF ENGINEER II IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie recommends creation of and pay grade assignment of the Engineer II job description; and

WHEREAS, the Town Staff has evaluated the class specification for an Engineer II and recommends it be assigned to pay grade 522; and

WHEREAS, the Town of Davie recommend that the Town Council adopt the class specification for Engineer II in the Non-Represented Pay and Classification Plan; and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Class Specification for Engineer II, pay grade 522 is hereby created in the the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# **CLASS SPECIFICATION**

## **ENGINEER II**

### GENERAL STATEMENT OF JOB

Under limited supervision, performs civil engineering work in the design, inspection, construction and maintenance of public works and utilities projects and facilities. Also coordinates and reviews design and construction of private projects to ensure compatibility with Town ordinances and facilities. Is responsible for closely inspecting projects under construction and ensuring facilities are maintained in accordance with the proper engineering practices and techniques. Reports to Town Engineer.

### ILLUSTRATIVE EXAMPLES OF WORK

#### ESSENTIAL JOB FUNCTIONS

Prepares and checks preliminary and final plans, designs and permits for a variety of private and public work and utilities projects; prepares reports and makes recommendations relating to the conduct of engineering activities.

Reviews subdivisions, site, construction plans and specifications for codes conformance to established Town standards, policies and best engineering practices.

Provides coordination and supervision to the activities of consultant personnel engaged in the design and inspection of public works and capital improvement construction projects; trains personnel in inspection and materials testing procedures and techniques; participates in the inspection of projects for compliance with plans and specifications.

Provides contractors, consultants, and other Town departments and the general public with technical information relating to engineering projects.

Investigates requests for changes or additions to street lighting and traffic engineering, responding or forwarding to Broward County officials as necessary.

Assigns, directs and supervises subordinate engineering inspectors.

Assists in the formulation of long-range programs of public works and utilities facilities; performs special research and investigations pertaining to public work and utility functions.

Participates in preparing specifications and contracts for the construction of streets, sidewalks, sanitary and storm sewers, bridges, water main extensions, and other engineering projects.

Participates in computations of paving, curbing, and sewer assessments; design of storm sewers and culverts, water extension projects, streets and other municipal projects.

#### ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Graduation from a four year college or university with a degree in Civil Engineering or a closely related field and two (2) years of progressively responsible experience in the design and construction of public works projects; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Registration as an Engineer-In-Training in the State of Florida or ability to obtain same within one year of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of office equipment including computer, copier, data base software, survey systems, design equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and up to 5 pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, letters and memos, budget reports, assessments, customer correspondence, surveys and permits, code regulations, engineering reports, etc. Requires the ability to prepare correspondence, reports, forms, budget studies, assessments, municipal code development, etc., using limited prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and regulatory terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires basic ability in operating a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has considerable knowledge of the principles and practices of civil engineering as applied to design and constructions of a variety of public works and utilities facilities. Has considerable knowledge of municipal engineering objectives, purposes, methods and practices. Has considerable knowledge of land and engineering survey systems, methods and techniques. Has general knowledge of local, State and Federal laws, regulations and codes governing municipal public works construction and design. Has general knowledge of the principles of supervision, organization and administration. Is skilled in the use of engineering drafting and surveying equipment. Is able to exercise independent judgment and initiative in developing work methods. Is able to read and interpret construction plans, specifications and blueprints. Is able to adapt engineering methods and standards to the design and construction of a variety of public works and utilities facilities. Is able to perform moderately difficult computations and prepare engineering cost estimates. Is able to lay out and supervise public works and capital improvement engineering projects. Is able to express ideas effectively orally and in writing. Is able to prepare technical reports. Is able to establish and maintain effective working relationships with municipal officials and employees, contractors, consultants and the general public.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiate proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, supervisors, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that subordinate staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Assists in the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, building confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Assists the Town Engineer in using discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff subordinates.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the division, department and Town functions. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.