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| **March 12, 2018** |
| **Position Vacancy Listing** |
| **Return completed City Employment Application to:** | **City of Kannapolis; Human Resources** |
| **401 Laureate Way** |
| **Kannapolis, NC 28081** |
| **WEBSITE:** [**www.kannapolisnc.gov**](http://www.kannapolisnc.gov/) |

**Position Title:** Civil Engineer I

**Department:** Engineering Division**/**Public Works

**Starting Salary:** $49,578 - $76,846

**Hours of Work:** 40 Hours per week

**SUMMARY OF DUTIES:** Performs difficult professional and responsible administrative work participating in the planning, design and construction of a variety of public works and utility facilities; does related work as required. Work is performed under the regular supervision of the City Engineer. Supervision is exercised over subordinate technical and clerical personnel.

**PHYSICAL REQUIREMENTS:** This is light work requiring the exertion of up to 1O pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 1O pounds of force frequently, and a negligible amount of force constantly to move objects; work requires walking, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Overseeing, coordinating and participating in the development and design of public utility and public works infrastructure projects; developing project plans and specifications; conducting plans review; preparing and maintain engineering files and records.

* Participates in the review of site and construction plans and specifications for codes compliance, municipal standards and policies and sound engineering practices;
* Designs complex municipal infrastructure projects;
* Coordinates the preparation of State permits for City infrastructure;
* Prepares technical reports;
* Reviews and revises shop drawings;
* Prepares project specifications;
* Provides cost estimates and material take-off for repairs, installation and maintenance of City infrastructure and construction projects;
* Maintains records, logs and prepares reports as required;
* Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the areas assigned; through knowledge of modern methods and techniques as applied to the design of public works and utility projects; ability to perform difficult engineering computations and to make recommendations on engineering problems and planning; ability to establish and maintain effective working relationships with employees, contractors and the general public; skill in the use of civil engineering instruments and equipment; ability to communicate complete ideas effectively, orally and in writing; ability to calculate complex cost reports.

**EDUCATION AND EXPERIENCE:** Three (3) years of experience preferred in any combination of education and experience equivalent to graduation from an accredited college or university with major course work in civil engineering and considerable experience in public works or utility engineering including some supervisory experience. GIS experience preferred.

**SPECIAL REQUIREMENTS:** Possess an appropriate driver's license valid in the State of North Carolina and EIT certification.

**Closing Date: Open Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

***This position has been determined to be exempt by the Fair Labor Standards Act***