



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	SENIOR PROJECT ENGINEER	<b>Department:</b>	MULTI
<b>Job Code:</b>	2017	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-4

### Summary

This is difficult administrative and/or professional engineering work in supervising major assignments in the planning, design, development, construction, maintenance, approval, or operation of public works, utility, use and transportation facilities and related community construction projects.

Work involves supervisory and technical responsibility for operation of a program within an architectural division. Assignments usually define the scope of the work to be performed and employees of this class are expected to resolve problems of a complex and technical nature through the exercise of broad independent judgment. Confers with technical and administrative superiors in coordinating unusually complex architectural and policy matters. Work is reviewed by a professional superior through observation, conferences and evaluation of written reports and plans for technical quality and adherence to department standards.

### Duties and Responsibilities

- Plans and supervises the work of professional and paraprofessional subordinates engaged in survey, design and construction and inspection of public work utilities, aviation, water, pollution control, transportation, public use, park and recreation improvements or review of plans and inspection of buildings or structures.
- Plans and supervises feasibility studies, makes advanced plans, designs, and costs estimates for planned or scheduled projects; participates in public meetings and hearings.
- Designs, prepares and administers detailed maintenance and/or modernization programs for buildings, grounds, streets, utilities and related facilities.
- Serves as an assistant section chief in a major division dealing in architecture related activities.
- Directs and supervises employees engaged in maintaining plans, maps and engineering records of the city.
- Trains new employees by acquainting them with office procedures, city policies, use of equipment, engineering computation and related matters.
- Reviews developer plans and drawings; prepares ordinances to construct private utility systems.
- Maintains necessary records and prepares reports.
- Performs related duties as required.

**Technical Skills**

Extensive knowledge of:

The principles and practices of engineering as applicable to departmental activities.

Thorough knowledge of:

Federal and state regulations applicable to departmental activities.

Ability to:

Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department.

Plan and supervise work of subordinates.

Appraise proposed capital improvements in light of capital budget and federal, state, and other matching funds.

Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.

Establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.

Organize and direct extensive engineering programs.

Express facts and ideas clearly and concisely, orally and in writing.

Prepare specifications, materials and cost estimates for a variety of architectural projects.

Adapt approved architectural/engineering methods and standards to the design and construction of a wide variety of project.

Perform related technical research, prepare reports and give technical advice.

**Education and Experience**

Professional Engineer registration.

**Certificates/ Licenses/Special Requirements**

- Within six (6) months of hire date, must be registered as a Professional Engineer with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.
- May be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory Responsibility**

Exercises supervision over all assigned professional and paraprofessional personnel.

**Supervision Received**

Work is performed under general technical and administrative supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

11/90

**Revised**

9/00, 9/06, 4/11, 11/18, 8/22, 06/24