



# City of Kaukauna

## PROJECT ENGINEER

### HOURS

Hours for the position of Project Engineer are 8:00 a.m. – 4:30 p.m., Monday through Friday.

### COMPENSATION

\$62,000-\$67,000

### QUALIFICATIONS

- Knowledge of civil engineering, surveying and drafting in order to review, coordinate and administer public works projects.
- Knowledge of State laws and municipal ordinances governing public works in order to design oversee, implement and inspect projects in accordance with the same.
- Ability to plan and coordinate public works projects from initial stage to completion, including project design, supervision and inspection.
- Ability to communicate both verbally and in writing to develop and maintain effective public and working relations, respond to inquiries and complaints, and prepare technical and administrative reports.

### CERTIFICATES, LICENSES, AND REGISTRATIONS

- Requires one year of experience in public works engineering, plus a Bachelor's Degree in Civil Engineering or related field; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities:

### BENEFITS

- Vacation, sick leave and holiday pay
- Health / Dental Insurance
- Life Insurance
- Residency Incentive
- Tuition Reimbursement
- A 457 Plan (deferred compensation) is available. The City does not contribute to this plan.
- Wisconsin Retirement System

**CITY OF KAUKAUNA**  
**Position Description**

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**POSITION:** PROJECT ENGINEER

**DEPARTMENT:** Engineering

**REPORTS TO:** Director of Public Works

**SUPERVISES:** None

**DATE:** March 27, 2018

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**POSITION SUMMARY**

Performs professional civil and field engineering work in compliance with established practices and procedures. Work is performed under the direction of the Director of Public Works. This position is expected to work a standard work week of 37.5 hours except during such times when a representative of the Engineering Department is required to be present for project management, inspection, and related duties (e.g. concrete street paving, sewer work, etc.).

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**MAJOR POSITION DUTIES**

1. Conduct engineering reviews; site survey and design, draft and prepare bid and documents for future capital projects.
2. Act as project manager on assigned public works projects; plan, design, coordinate and perform field engineering work, conduct inspections and contract administration.
3. Perform civil engineering work, including drafting and updating maps, surveying, setting house and sidewalk elevations, programming traffic lights and other related work.
4. Collaborate with and advise other departments, agencies, contractors on projects and technical problems related to public works.
5. Provide information on public works projects to the public, receive and respond to inquiries and complaints.
6. Compile and analyze data to prepare and maintain technical and administrative reports.
7. Make recommendations for capital expenditures, project development and department objectives to Director of Public Works.
8. Provide work direction to engineering aide and seasonal staff as required.
9. Perform other duties as assigned.

**QUALIFICATIONS**

**(Knowledge, skills, and experience necessary to do the job well.)**

Requires one year of experience in public works engineering, plus a Bachelor's Degree in Civil Engineering or related field; or any equivalent combination of training and experience that provides the following knowledge, skills and abilities:

**CITY OF KAUKAUNA**  
**Position Description**  
**Senior Project Engineer - Page 2**

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  - Ability to communicate both verbally and in writing to develop and maintain effective public and working relations, respond to inquiries and complaints, and prepare technical and administrative reports.
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This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

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Authorized by: \_\_\_\_\_  
Mayor

Effective Date: \_\_\_\_\_

I have read and understand my job description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date