



## The City of Wausau is Now Hiring: Project Engineer

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### **Purpose of the Position**

The purpose of this position is to design, plan and coordinate public works projects with the project Manager for the City of Wausau Public Works Department. This position performs critical services for the City of Wausau Engineering Department including: design oversight for the reconstruction of City streets, review and approval of storm water management plans for compliance with the City and Wisconsin Department of Natural Resources storm water regulations, project coordination during street reconstruction, and provides support for AutoCAD Civil 3D.

### **Essential Duties and Responsibilities**

1. Assembles (or assists with the development of) engineering plans to include design, preparation of contract specifications, bid documents, project budgets, and cost estimates on assigned projects for municipal sanitary sewers, water mains, storm sewers, curbs and gutter, streets and other assigned public works projects.
2. Review storm water management plans for compliance with City, DNR, and Army Corp of Engineers water regulations. Provide technical support regarding storm water management ordinance
3. Facilitates and expedites tasks and monitors progress of projects under construction for potential and existing problems. Assists in the resolution of engineering problems in the field. Oversee projects for compliance with design specifications.
4. Provide in-house support for computer-aided design programs. Develop computer data bases to manage construction projects, maintain records, and analyze problems.
5. Attends and participates in meetings with elected officials, contractors, developers, property owners, citizens and consultants.
6. Assists with calculating project special assessments.
7. Provides information to citizens, property owners, contractors, and developers regarding technical/engineering information, City policy, plans, procedures and ordinances. Investigate and answer public questions and concerns regarding public works projects
8. Coordinates engineering tasks with other City departments and agencies.
9. Assists with inspecting and rating all City streets on a bi-annual cycle and submits ratings to WisDOT.
10. Maintains knowledge of computer-aided design and current civil engineering principles and techniques.
11. Collect traffic data utilizing traffic counter. Analyze data to produce traffic reports for various committees.
12. Performs various duties and special projects as assigned.

## **Education and Experience Requirements**

- Bachelor's degree in Civil Engineering
- Four to six years of increasingly responsible municipal or civil engineering experience
- A valid Wisconsin motor vehicle operator's license required.
- Wisconsin Professional Engineers License preferred.

Candidates who possess a combination of education and experience that provides equivalent knowledge, skills, and abilities required to perform this position will be considered.

## **Knowledge, Skills and Abilities**

This position requires a proficient user of AutoCAD Civil 3D Design, Release 2012 or higher.  
Intermediate level of knowledge using Microsoft Word and Excel

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as project/contract specifications, construction plans, engineering manuals, permits, assessor records, computer software operating manuals, codes, DOT manuals, plans, maps and plats.
- Ability to communicate orally and in writing with Public works personnel, developers, contractors, the general public, City personnel and DOT personnel.
- Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
- Ability to use functional reasoning in performing synthesis functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate equipment and machinery with some requiring complex and rapid adjustments, such as computer keyboard/terminal, surveying tools, drafting instruments, motor vehicle, and telephone.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and textures associated with job-related objects, materials and tasks.

**Physical Working Environment**

Limited exposure to disagreeable elements such as dirt, temperature fluctuations, and/or limited exposure to weather conditions. Limited travel.

Normal mental and visual attention is required. Light physical demands to include bending, twisting, turning, and light lifting. Limited exposure to workplace hazards.

**Salary Information**

The starting hourly rate for this position is \$28.38 - \$35.48 DOQ. The full salary range for Project Engineer is \$28.38 - \$42.58 hourly. This position is classified as Exempt under the Fair Labor Standards Act (FLSA).

**How to Apply**

Apply online by completing an electronic application at

<http://www.ci.wausau.wi.us/Departments/HumanResources/EmploymentOpportunities.aspx>

**Deadline to Apply**

June 17, 2018 at 11:59 PM

*The City of Wausau is an Equal Opportunity Employer.  
In compliance with the American with Disabilities Act, the City will provide  
reasonable accommodations to qualified individuals and encourages both  
prospective and current employees to discuss potential accommodations with the  
employer.*