

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8045
Pay Grade: E05

FLSA: Exempt
PTS

CIVIL ENGINEER
REPORTS TO: Director, Facilities Design and Construction
SUPERVISES: Not Applicable
QUALIFICATIONS: Bachelor's degree from an accredited college or university in civil engineering and licensed as a registered Professional Engineer in the state of Florida, plus a minimum of five (5) years progressive experience in site improvement, urban design, and drainage design analysis. Possession of a valid state of Florida Class E noncommercial driver's license.
MAJOR FUNCTION
Responsible for supervision and coordination of multi-discipline team of civil engineering, geotechnical engineering, and topographic surveying services, construction and material testing and inspection for all Pinellas County School projects ranging from conceptual planning, master planning, budgeting, traffic studies, hydrologic and hydro-geologic analysis for new construction, remodeling, renovation, site and drainage improvement and alteration from programming through construction phase. Responsibilities include coordination of required and pertinent tasks to secure required permits from governmental agencies including SWFWMD, FDEP, EPA, FDOT and all local municipalities.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for assessing scope, fees, timeline and coordination of topographic surveying, geotechnical, civil engineering and construction and material testing services accommodating master plan approach or isolated projects. • Reviews and evaluates proposals for cost effectiveness. • Responsible for timely coordination and effective integration of multiple tightly-interfacing services of topographic surveying, geotechnical, and civil engineering design. • Participates in fee's negotiation with design team representatives for all ongoing projects. • Participates in pre-application meetings at SWFWMD as district representative. • Assists the design team in gathering and presenting required submittals to SWFWMD in connection with all required permits including but not limited to ERP and ACOE pertaining to flooding studies, drainage design analysis, and storm water facilities. • Represent the district at ERP Advisory Group, at SWFWMD as required. • Responsible for renewal of existing water use permit and monitoring reports to SWFWMD. • Responsible for plans and specification review for master grading, storm water and utilities for all ongoing district projects and ensuring compliance with all applicable codes, including but not limited to, Florida Building Code and ADA compliance. • Responsible for assessing needs for NPDES permit requirements for submittal to FDEP for all applicable projects. • Assists the design team in preparation of the SWPPP and supporting documents. • Responsible for submittal of the NOI and NOT to FDEP. • Responsible for securing required and supporting document for construction team and performs periodic site inspection. • Responsible for full enforcement and compliance for all stakeholders. • Participates and assists the design team at public hearings to ensure effective coordination for obtaining all required permits from pertinent local municipalities having jurisdiction on the project. • Participates in the bidding processing, reviews and evaluates project specific bids and makes recommendation to purchasing department.
ESSENTIAL RESPONSIBILITIES (Continued)

CIVIL ENGINEER

- Responsible for full construction supervision for all site-specific and drainage improvement for ongoing projects. Assist in dispute resolutions as needed.
- Responsible for timely management of post construction activities pertaining to operation and maintenance and required submittal to SWFWMD for all permitted sites requiring recertification.
- Responsible for site inspection and implementing required corrective actions and remediation to ensure full permit compliance on repeated intervals.
- Responsible for assisting the Maintenance Department in addressing all site-related remediation.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 05/15/17 CH; BOARD APPROVED: 10/24/17

CIVIL ENGINEER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Civil Engineer - PTS