



TOWN OF LOXAHATCHEE GROVES, FLORIDA
155 F ROAD, LOXAHATCHEE GROVES, FL 33470
(561) 793-2418

TITLE: Project Manager/Engineer in Training
LEVEL: Technician Level Four (4)
STATUS: Exempt

GENERAL DESCRIPTION:

The Engineering Technician / Engineer in Training performs senior level technical work in engineering, including, inspecting, and testing equipment, analyzing plans for construction and design, writing daily reports, and carrying out any other necessary tasks delegated by the Town Engineer or Director of Public Works.

The position is responsible for applying general principles of engineering and technology to assist the Town Engineer or Director of Public Works in the evaluation, planning, designing, constructing and maintenance of Town of Loxahatchee Groves and private projects. Work is performed under general supervision with moderate latitude. The position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Conducts regular maintenance.
- Collects and organizes project data for review.
- Ensures that all safety procedures are observed.
- Prepares routine and specialized reports as required.
- Monitors equipment and machines and maintains logs and records.
- Assists in the presentation of ongoing and completed projects at Town meetings.
- Performs general/clerical tasks such as, answering telephones, and drafting documents.
- Uses computer software to develop designs and implementing feedback from the Town Engineer.
- Assists with the design of water distribution and wastewater force mains systems computer models.
- Assists with preparation of engineering drawings and reviews material and equipment requirements from sketches, specifications, and standard layouts.
- Assists with inspection of construction projects and field tests to ensure compliance with plans and specifications.
- Performs other job-related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires the ability to communicate clearly and effectively; to translate scientific jargon into layman's terms for explanatory purposes; to calculate and/or tabulate data; to perform subsequent actions in relation to these computational operations; to understand and interpret engineering terminology; to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations; to operate and control equipment, machinery, tools and/or materials requiring complex and rapid adjustments; to utilize a wide variety of reference and descriptive data and information; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; to exercise independent judgment ; to identify issues and concerns and provide solutions, and to adopt or modify methods and standards to meet variations in assigned objectives.

This position also requires strong organizational, writing, and public speaking skills.

EDUCATION / EXPERIENCE REQUIREMENTS: Bachelor's Degree in Civil Engineering, Environmental Engineering, or a related field required; supplemented by 0-2 years of professional experience in engineering that includes planning, development, and review of engineering projects.

PHYSICAL REQUIREMENTS: Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials (up to fifty (50) pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking, or standing. Tasks may require extended periods of time at a keyboard or workstation.

WORKING CONDITIONS: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

Tasks may require extended periods of time at a keyboard or workstation.

LICENSING / CERTIFICATION REQUIREMENTS:

A valid Florida driver's license.

COMPENSATION: \$ 70,000 to \$ 80,000 annually

ACKNOWLEDGMENTS:

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Loxahatchee Groves is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the Town provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

REVIEW AND APPROVALS:

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature _____ Date: _____

Supervisory Signature _____ Date: _____