

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8045
 Pay Grade: E05

FLSA: Exempt
 PTS

<p>CIVIL ENGINEER</p>
<p>REPORTS TO: Director, Facilities Design and Construction</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university in civil engineering, plus a minimum of five (5) years progressive experience in site improvement, urban design, and drainage design analysis. Required to obtain certification as a Uniform Building Code Inspector in compliance with State Board of Education Regulations within one (1) year of hire. Possession of a valid state of Florida Class E noncommercial driver's license.</p> <p>PREFERRED: Licensed as a registered Professional Engineer in the state of Florida.</p>
<p>MAJOR FUNCTION</p>
<p>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 Southwest Florida Water Management District (SWFWMD), Florida Department of Environmental Protection (FDEP), Environmental Protection Agency (EPA), Florida Department of Transportation (FDOT) and all local municipalities.</p>
<p>ESSENTIAL RESPONSIBILITIES</p>
<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 Environmental Resource Program (ERP) and Army Corps of Engineering (ACOE) pertaining to flooding studies, drainage design analysis, and storm water facilities. • Represents 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 National Pollutant Discharge Elimination System (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 Notice of Intent (NOI) and Notice of Commencement (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.

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ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• 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 recommendations to purchasing department.• 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 assigned.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 05/15/17 CH; BOARD APPROVED: 10/24/17; REVISED RT, MQ 12/20/23 PT; BOARD APPROVED: 02/27/24</p>

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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				

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