CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.4

Job Title: **ENGINEER**

Pay Grade: 26

GENERAL SUMMARY:

Coordinates a variety of engineering activities and personnel to identify, evaluate, manage and rehabilitate various facilities and systems. Provides technical guidance and training to technical staff.

RESPONSIBILITIES:

- Coordinates the implementation of various drawings, plans, projects and contracts.
- Reviews and updates plans, specifications and cost estimates.
- Prepares and reviews technical correspondence, reports, procedural guidelines and project schedules.
- Interfaces with departments, consultants, technical professionals and general public to address inquiries.
- Develops reports and other administrative documents.
- Provides technical support and expertise on various projects, plans and programs.
- Conducts on-site field observations and inspections.
- Interprets codes to ensure consistent applications.
- Participates in hearings, meetings and conferences.
- Assists in preparing contract documents, evaluation of bids, responses to vendor inquiries and awards contract correspondence.
- Reviews and monitors work activities performed by external consultants.
- Coordinates special projects.

SPECIFICATIONS:

KNOWLEDGE:
Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing; or requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

CERTIFICATE/LICENSE:
Requires registration as a Professional Engineer in the State of Texas. A specific branch of engineering (such as civil, mechanical, structural, etc.) may be required.

SPECIFICATIONS: (Continued)

Engineers from out-of-state must

be hired in a position directly under the supervision of a Professional Engineer licensed by the State of Texas;

AND

obtain their license as a Professional Engineer in the State of Texas within six months from date of hire for continued employment with the City of Houston.

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:
Four years of active practice in engineering work after graduation from an approved curriculum in engineering are required.

SUBSTITUTION:
A Master's degree in Engineering may be substituted for up to two years of the above experience requirement.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors could lead to significant expenses and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
May lead or act as a "working supervisor" for employees in lower classifications in project groups.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Graduate Engineer
Engineer
Supervising Engineer
Managing Engineer

Effective: October 1990
Revised: August 2016
Revised: November 2022