

City of Fort Worth, Texas

Job Description

Classification Title	Engineer In Training		
Job Code:	PR5900	Job Family:	Professional
Pay Grade	610	Date Reviewed:	3/18/24
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs engineering duties and professional engineering work, directly and under close supervision of a licensed professional engineer, that is of considerable technical difficulty and variety; including low to mid-level engineering duties in planning, budgeting, development and direction of engineering duties in the design, construction and operation of public works projects, including streets, storm water systems, traffic controls, water and wastewater facilities, and utility systems; evaluates and reviews plans and specifications; and performs a variety of tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prepares and/or reviews the accuracy of computations, preliminary layouts and design work from field and survey data.
2. Work directly with a licensed professional engineer to develop professional technical expertise and knowledge necessary to fulfill the experience requirement for licensure as a professional engineer.
3. Support and assist project engineers and project managers with the planning design and execution of major civil engineering projects such as road, water, wastewater, drainage and other related public works areas.
4. Prepares special engineering studies and reports; conducts comprehensive studies for planning future expansions, including streets, traffic mitigation improvements, utilities, flood control systems and other public works projects; all with the direction and under close supervision of a licensed professional engineer.
5. Generate designs and perform calculations for roadway, water / wastewater and or drainage systems in public infrastructure projects under close supervision of a licensed professional engineer.
6. Perform required civil engineering calculations for incorporation into project specifications with the direction and under close supervision of a licensed professional engineer.

7. Maintains awareness of progress on assigned projects to assure compliance with designated time and cost schedules.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of civil engineering in assigned area, including streets, storm water systems, traffic controls, water, wastewater and utility systems.
 - Terminology, methods, practices, and techniques used in civil engineering.
 - Methods and techniques of conducting engineering studies.
 - Recent developments, current literature, and sources of information in the field of civil engineering.
 - City Standard Construction Specifications & Design Requirements.
 - Engineering contract requirements and the city funding process.
 - Materials, tools, and equipment used in assigned engineering area.
 - Principles of advanced mathematics.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Pertinent Federal, state, and local laws, codes, and regulations including civil
- **Skill in:**
 - Research and analysis.
 - Negotiation.
 - Computers and applicable software.
 - General inspection.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Perform engineering services in assigned area including streets, storm water systems, bridges, traffic controls, water, wastewater and utility systems, and related public works areas.
 - Apply principles and practices of civil engineering in assigned projects.
 - Apply terminology, methods, practices, and techniques used in the preparation of engineering reports and studies.
 - Develop, review, and modify civil engineering plans, designs, and specifications.
 - Investigate problem areas; conduct engineering studies and develop solutions and recommendations.
 - Compile technical data and prepare statistical and narrative reports from field studies.
 - Prepare and maintain civil engineering records and prepare reports.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in civil engineering or other engineering discipline from an accredited college or university. No experience.

OTHER REQUIREMENTS

The possession of registration as an Engineering-In-Training in the State of Texas; or, if licensed in another state, continued employment will be contingent upon obtaining registration as an Engineering-In-Training within the State of Texas within six months of employment.

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.