



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Engineering Information Specialist</b>	<b>LAST UPDATED:</b>	January 13, 2016
<b>DEPARTMENT:</b>	Engineering Services	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Office Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Office Manager, performs a variety of duties including coordinating information with other City departments, maintaining engineering records, reports, files, and plans for the Engineering Services Department. Tracks status of Private Development and Capital Improvement Projects, and inputs information into project database. Provides Engineering information in response to inquiries from the general public, contractors, and outside agencies. Assists walk-in and handles phone requests.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Assists consulting engineers, developers, and contractors with inquiries regarding engineering design, standard details, specifications, and construction and development procedures.
- Responds to requests for assistance and information from walk-in and telephone inquiries.
- Directs public to appropriate departments.
- Coordinates logging, routing, and monitoring status of engineering plans submitted for review or release using project system.
- Researches and maintains a variety of engineering records including neighborhood files, flood studies and CIP project files.
- Coordinates records discovery process for Public Information Requests.
- Utilizes project software system to generate a variety of engineering and construction reports as needed.
- Assists engineering staff in usage of file system and plan room; maintains plan room.
- Provides as-builts to public and manages as-built kiosk.
- Maintains specification data on engineering and construction plans and as-builts uploading to GIS system.
- Assists Engineers with Bid Opening Process.
- Assists contractors in the release of engineering plans to include permitting and verification that insurance requirements are met.
- Inputs of ROW & Easement Documents into records database.
- Notarizes and files documents at the County.
- Maintains, updates, and retrieves information from engineering department database & project database.
- Reviews information entered by Planning, Building Inspection, Public Works, and Engineering divisions. Provides construction status of CIP projects to public.
- Maintains Engineering Services Website and FTP site.
- Serves as back-up for Construction Specialist to include setup of Pre-Construction meetings, Final Acceptance procedures and other items as necessary.

**Other Important Duties:**

- Coordinates work flow of development projects with other City departments.
- Travels to meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of civil engineering and construction inspection techniques and procedures.
- Knowledge of standard engineering design principles and techniques.
- Knowledge of engineering record-keeping and archiving requirements.
- Knowledge of customer service practices and techniques.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in prioritizing, tracking, and managing projects, assignments and duties.
- Skill in effective oral and written communication.
- Skill in communicating effectively with public.
- Ability to maintain effective working relationships with internal and external parties.
- Skill in tracking and coordinating construction project status and inspections.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Associates Degree in Business Management, Engineering, Government or related field, **and** five (5) years progressive administrative experience **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and occasionally construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing and walking with frequent bending, reaching, kneeling and lifting such as retrieving, filing and maintaining construction plans and files.
- Must be able to lift up to 50 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, video tape players and department vehicles.

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*Approved By:*

Paul Knippel, Director of Engineering Services  
*Paul Knippel, Director of Engineering Services*

07/09/2014  
*Date*

  
*Shannon Allyn, HR Generalist*

07/08/2014  
*Date*