

HUMAN RESOURCES



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

317 North Jefferson Avenue
Post Office Box 778
Covington, Louisiana 70434
phone 985.898.4724
fax 985.635.0006
email eleggio@covla.com
www.covla.com



Staff Engineer

Position #: 411
Work Location: Administration
Reports To: City Engineer
Rate of Pay: \$50,000 - \$60,000/year
Full-Time, Exempt position.

City Conformance Statement:

In the performance of the below respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision
- Interact professionally with other employees, customers and suppliers
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.

General Job Description:

This position is responsible for developing or assisting in the development of engineering plans, specifications, studies, or reports under the supervision of the City Engineer. This position is also responsible for reviewing permits and subdivision plats for conformance with City ordinances and industry standards. General tasks include developing plans and specifications for City projects, reviewing permits, developing or assisting on engineering documents, reviewing subdivision plats, and assisting with the preparation of utility and street system maps/databases/comprehensive plans.

Essential Functions:

- Review permits, for conformance with City ordinances and industry standards
- Review subdivision plats for conformance with City ordinances and industry standards
- Under the City Engineer's supervision, develop or assist in the preparation of City projects
- Assist in the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans

Qualifications:

- EI License or meet LAPELs requirements for EI licensure
- Proficient in the use of MS Office products (Word, Excel, PowerPoint, etc.)
- Proficiency in the use of AutoCAD or equivalent software preferred
- Knowledge of construction principles and practices
- The ability to read engineering plans, and interpret aerial imagery
- Reliable transportation to and from work
- General knowledge of Municipal operations
- Good communication skills via telephone, email, technical writing, and during meetings and presentations
- Ability to work independently and without constant supervision

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMODATION):

- Ability to sit at desk for at least two (2) hours at a time.
- Ability to watch computer screen at least two (2) hours at a time.
- Ability to operate computer and calculator keyboards
- Ability to communicate over telephone.
- Ability to lift, hold and carry equivalent to 5 reams of paper. (20 lbs.)
- Ability to reach overhead and forward and downward.
- Ability to step up and down step stool or ladder.
- Ability to handwrite.
- Ability to stoop to floor level file cabinet drawer.
- Ability to twist while seated or otherwise from front to back.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities as necessary.