

**Department:**

**Job Title:**

**Reporting to:**

**FLSA Status:**

**Date Prepared:**

**Description:**

***City Engineer***

**Office of the City Manager   
City Engineer   
City Manager**

Exempt

August 22, 2022

The City of Starke is seeking an experienced individual or recent graduate to serve under the direction of the City Manager as an on-staff engineer. Starke is a small city comprised of approximately 5,800 citizens. The City operates water and wastewater facilities and distribution of electric and natural gas utilities.   
  
**Essential Duties and Responsibilities:**

1. Detailed design of potable water and wastewater pipelines, drainage systems, hydraulic studies, pumping stations, pavement and local roadways.
2. Design of roadway pavement condition and rehabilitation, widening, improvements, etc.
3. Hydraulic and hydrologic modeling designs for drainage basins, water quality improvement and stormwater collection systems.
4. Performing analyses using Geographic Information System (GIS) tools.
5. Preparing potable water, stormwater, roadway and wastewater master planning reports.
6. Review design details and coordinate technical requirements to provide day to day technical support, guidance, and input.
7. Independently review, select, and apply standard engineering techniques, procedures, and criteria on moderately complex projects.
8. Administers right-of-way use permitting, abandon and vacate requests, addressing, water authorization approvals, traffic maintenance of traffic plans for special events, and impact fee determinations.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*



***City Engineer***

**Education and Experience Requirements:**

* **Bachelor's Degree program at an accredited college or university with major course work in Civil Engineering;**

**Licenses, Certifications or Registrations:**

* **Must possess and maintain a valid Florida driver's license.**
* **Must possess current registration as a Professional Engineer in the State of Florida or the ability to obtain licensure in Florida within six (6) months**
* **Knowledge of AutoCa**

**Knowledge/Skills/Abilities:**

* Knowledge of principles and practices of civil engineering.
* Knowledge of civil engineering and construction methods and techniques as applied to the construction and maintenance of public works.
* Knowledge of the City's code of ordinances and applicable State and Federal laws.
* Knowledge of current management methods and practices.
* Ability to establish and maintain effective working relationships with others.
* Ability to communicate clearly, both orally and in writing.
* Ability to evaluate the work of contractors on projects and to determine compliance with plans, specifications, and applicable laws, ordinances, and policies.
* Skill in making engineering computations and conducting engineering research.
* Ability to identify standard symbols and markings on construction plans.

Please submit a cover letter and resume to [dmullins@cityofstarke.org](mailto:dmullins@cityofstarke.org) or by Starke City Hall, City Manager’s Office 209 N Thompson St Starke, FL 3209.