



City of Bradenton Job Descriptions

Job Title: Engineering Trainee

Date Prepared:	June 24, 2014
Department/Location:	Public Works & Utilities – Engineering Section
FLSA Status:	Non-Exempt
Bargaining Unit:	None
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Engineering Section Manager
General Purpose of the Position:	Provide basic technical, engineering and scientific support to Engineering Section for assigned projects and become familiar with the City's infrastructure systems and engineering support services to work towards potential transition into an Environmental Protection of Infrastructure Engineer position within the Engineering Division.
Essential Duties and Responsibilities:	Perform a variety of office and field assignments designed to develop professional engineering work knowledge and abilities associated with general civil and environmental investigation, inspection and planning. The position will require the application of standard engineering principals and techniques, including data checking, general research and documentation, electronic data management, field investigations, construction observation and project estimating under the supervision of licensed engineers.

Essential duties:

- Provides basic technical, engineering and scientific support on assigned projects.
- Works with City staff, regulatory agencies, consultants and contractors to ensure compliance with design specifications, contracts, permits and accepted engineering practices.
- May assist Engineering Section Manager with basic project management tasks as assigned.
- Prepares basic reports, documents and drawings as required.
- Performs field observations and duties as required.
- Travels to job sites, regulatory agency offices and elsewhere as required.
- Performs related work as needed or assigned by the Engineering Section Manager.

Skills and Physical Abilities Required:

- Basic civil engineering knowledge of modern principles, methods and practices.
- Ability to read and understand federal, state and local laws, regulations and standards relating to design and operations of public infrastructure and utilities.
- Ability to learn and apply safety standards and precautions pertaining to the use and operation of wastewater treatment and disposal equipment, wastewater collection and transmission equipment, water treatment equipment, water distribution equipment and capital project construction operations.
- Ability to learn and understand budgeting and fiscal procedures and methods.
- Ability to learn, understand and work within municipal government organizations.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and to prepare reports.
- Ability to identify problems and to initiate solutions and/or corrective measures.
- Ability to establish and maintain effective working relationships with other employees, other agencies and the general public.
- Excellent work history and attendance record.
- Work activities will take place in both an office setting and in the field on construction projects requiring moderate physical effort.
- Requires visual acuity for reviewing and checking work submitted for approval.
- Requires sufficient hearing to accurately perceive information at normal spoken word levels.
- Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Computer Equipment and Software Requirements: Proficiency in computer software and the ability to adapt to other software programs with ease. Experience with software such as Word, Excel, and Microsoft Office is necessary.

Education and Experience Required:

- Bachelor of Science Degree from an accredited engineering college
- Passing grade on the Fundamentals of Engineering Exam in State of Florida, or the ability to secure registration within 6 months of employment.

- Experience in general Public Works operations and management a plus.
- Familiarity with AutoCad and GIS applications a plus.
- Possession of a valid Florida driver's license

Pay Grade: 115 SalaryRange: Minimum: \$16.83/hour Maximum: \$25.25/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:

Department Director

[Handwritten Signature]

Date 12-29-16

Human Resource ^{manager} Director

[Handwritten Signature]

Date 1/11/17

*Updated June 2014

**Updated July 2014

***Updated June 2015

****Updated Dec 2015

*****Updated Oct 2016