



**City of Gulfport, Mississippi**  
Job Description

**Staff Engineer**  
(JRE)

Department: 325 - Engineering  
EEO Class: Professional  
Date Revised: 2/2015

FLSA Status: Exempt  
Date Approved: 2/24/2015

**Position Overview**

The Staff Engineer is responsible for the conduct of a significant phase of departmental professional engineering activities and the performance of routine civil engineering design work. This position may involve the testing and analysis of fiber optic systems in general, and both fiber optic sensors and fiber optic communications systems in particular. Considerable independence and judgment is exercised in planning and carrying out assignments. Performance is evaluated through inspections and observations to determine adherence to stated objectives and conformity with accepted engineering principles.

**Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Prepares preliminary designs for complex municipal public works improvements including streets, drainage, sanitary sewers and water systems.
- Lay-out and prepare more complex engineering drawings; prepares preliminary and final plans, specifications and contract documents for public works construction projects; sets preliminary and final grades; calculates quantities and cost estimates.
- Prepares analytical reports and memorandums on engineering and public works projects.
- Prepares applications, supporting documents and coordinates with appropriate State and Federal agencies on municipal public works projects.
- Acts as project engineering representative on contract work for public works construction projects, maintains construction records, prepares pay estimates and supporting documents, and insures that all projects are constructed in conformance to approved plans and specifications.
- Provide information relative to existing engineering data maintained by the city to the general public upon request.
- Provides assistance to various parties in coordinating the design of facilities with existing and proposed public works facilities.
- Works with consulting engineers, developers and planning department on

proposed developments, including review of plans and specifications and construction inspection.

- Review residential & commercial site plans and perform inspections for compliance.
- Involves the testing and analysis of fiber optic systems in general, and both fiber optic sensors and fiber optic communications systems in particular.
- Requires creative research and development efforts to design and implement new fiber optic systems and analysis procedures.
- Involves laboratory set-up and measurements involving commercial electronic and optical test and measurement and, where applicable, the development of new research approaches to complete sponsor tasks. Performs related work as required.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Thorough knowledge of the principles and practices of civil engineering.
- Considerable knowledge of modern engineering methods and techniques in the design, construction and maintenance of municipal public works facilities.
- Some knowledge of federal, state and local laws and regulations applicable to municipal public works engineering activities.
- Some knowledge of engineering and construction contract administration.
- Some knowledge on the use of personal computers and the use of civil engineering software programs.
- Ability to review plans, specifications, programs and practices relative to municipal public works endeavors and to recognize and alleviate major technical shortcomings.
- Proficient in usage of modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer aided drafting (CAD) concepts, and applications, and Geographic Information Systems (GIS) programs.
- Ability to plan, direct and supervise the work of subordinates and to instruct employees in proper work methods.
- Ability to make independent investigations of engineering problems.
- Ability to develop and maintain effective working relationships as necessitated by work assignments.
- Ability to express ideas effectively orally and in writing.
- Skill in the use of engineering drafting and surveying equipment.
- Advanced knowledge of fiber optic communications equipment.
  
- Ability to organize and prioritize a variety of projects and multiple tasks in

- an effective and timely manner, set priorities and meet critical deadlines.
- Ability to prepare and present clear, concise written and oral reports, correspondences, and other written materials.

### **Education and Experience**

A Bachelor's Degree in civil or electrical engineering, or equivalent education from an accredited educational institution. Minimum of three (3) years' engineering experience. Progressively responsible experience in sub-professional engineering work appropriate to the area of assignment. Prior supervisory experience is desirable.

### **Required Licenses or Certificates**

Possession of a certificate of registration as an Engineer-In-Training as issued by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors or higher; or be able to acquire this certificate within a period of one year. Valid Mississippi driver's license with satisfactory driving record.

### **Physical Demands and Working Conditions**

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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.