

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Program Engineer

**CLASS CODE:** 4345

### GENERAL DESCRIPTION OF DUTIES:

Incumbents provide developmental, technical and operational support and oversight for planning, design, and construction projects.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced-level professional classification in the Administrative Engineering Series – Adjunct Group job family within the City of St. Louis. Incumbents within this classification perform a variety of complex duties. The distinguishing characteristics of this professional engineering classification include responsibility for quality assurance, timeliness and cost effectiveness on all Board of Public Service projects.

Incumbents work under general direction. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Directs and reviews work of both city employees and private consultants engaged in the development of design plans and specifications on various projects.

Develops and implements methods and procedures for monitoring work activities, project expenditures, progress to project completion and distributes reports to other city agencies and management.

Orients employees on the project monitoring process and its reporting capabilities.

Reviews all projects in progress and assesses status to completion; investigates deviations from expected standards.

Reviews project status reports and develops procedures to improve project management efficiency and productivity.

Reviews all plans, specifications and estimates for quality and completeness.

Prepares and assesses project critical path.

Develops scope of work, preliminary cost estimate and schedule.

Negotiates contracts.

Prepares contract revisions or amendments.

Reviews and approves change orders.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers, clients, public officials and the public, on how to apply policies, procedures and standards to specific situations.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such computer, motor vehicle, and/or related materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as architectural drawings, specifications, contracts, building codes, design standards, engineering manuals, construction manuals, permit applications, budgets, ordinances, statutes, procedures, guidelines and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; the ability to perform mathematical operations involving algebra, geometry, trigonometry, calculus and differential equations.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, irate individuals, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift, push and pull up to fifty pounds to move files and papers.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling or crouching in order to perform field inspections.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks to observe construction document and inspection reports. Requires the ability to distinguish objects in near and far vision.

**EDUCATION AND EXPERIENCE STATEMENT:**

A Bachelor's degree in Engineering, Engineering Management, or a directly related field and eight years of progressively responsible engineering experience which involved providing consultation and/or direction on the planning and management of major projects including at least three years in a supervisory or administrative capacity.

**SPECIAL REQUIREMENTS:**

Must be registered as a Professional Engineer in the State of Missouri or be registered in another state with eligibility for reciprocity in Missouri.  
Valid driver's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified

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individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.