



Engineer I #01970

City of Virginia Beach – Job Description

Date of Last Revision: September 5, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: A12

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of engineering duties which may include any combination of: project management, basic engineering design for municipal projects, review of designs for municipal projects and review and approval of designs for private developments within the corporate limits of the city and related work as required, such as: commercial and residential site plan review, subdivision plan review, highway plan review, storm drainage design, and water and sanitary sewer design for city operations.

Representative Work Functions and Responsibilities

- Prepare and review specifications, plans, estimates, and reports involving the construction, maintenance, and operation of a variety of development, highway, and

utility construction projects to assure compliance with city standards (may include buildings, arterial highways, bridges, bulkheads, pump stations, water systems, sanitary sewer systems, and storm drainage systems); and review construction development plans prepared by consultants for conformity with city specifications and policies and to coordinate with adjacent developments, roads and utilities.

- Serve as engineer-in-charge of water, road, sewer, maintenance or similar projects to assure timely coordination of the project; and coordinate the work of draftsmen, CAD technicians and/or inspectors to ensure quality of the work effort.
- Conduct field investigations.
- Prepare reports and maintain project documentation records.
- Perform engineering or hydrologic studies to assure adequate drainage in the city.
- Does limited engineering design work and administer contracts to assure plans meet city standards.
- Prepare written comments and recommend approval of plans for documentation of files; and prepare written comments for city boards and commissions to assure compliance with special needs of the city.
- Meet with developers, consultants, contractors and the public to resolve problems and explain city policies and procedures in a firm but tactful manner.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Maintain effective working relationships with division and department staff, city officials, contractors, developers, and the general public.
- Resolve citizen problems in a courteous and timely fashion.
- Accurately and thoroughly review plans, contract documents, files, and field conditions.
- Manage contracts for timely completion within budget.

Minimum Qualifications

Requires a Bachelor's degree in engineering or closely related field, or an Associate's Degree with six (6) years of progressive experience of engineering level work.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.