

<b>Job Class Code: 2436</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION**

The purpose of the class is to perform specialized and complex technical work in support of engineering activities in assigned area. The class is responsible for coordinating engineering programs, researching and analyzing engineering data, reviewing plans, planning and scheduling projects and tasks, and assisting with project inquiries. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• May serve as a lead worker or supervise subordinate staff.</li> <li>• Reviews and schedules work involving investigation, estimating, and scheduling; develops job plans as needed.</li> <li>• Researches, reviews, analyzes, and updates plans for engineering projects.</li> <li>• Reviews construction drawings and work orders for planning and scheduling.</li> <li>• Plans and schedules preventive maintenance projects.</li> <li>• Compiles cost estimates, job packages, and maintenance action plans for infrastructure elements.</li> <li>• Provides technical solutions, scope of work, priority and resource requirements on complex infrastructure maintenance and construction issues.</li> <li>• Coordinates and/or conducts engineering investigations and field inspections of infrastructure assets for pattern analysis, research data, condition assessment and quality control assurance.</li> <li>• Participates in the final inspection of development and capital improvement projects in processing for acceptance into the city’s urban maintenance inventory system.</li> <li>• Monitors and tracks project milestones from the beginning of a project to the completion.</li> <li>• Prepares and maintains various reports.</li> <li>• Performs other related duties as assigned.</li> </ul>
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**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.

<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems or the coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in engineering or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of 3 years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards; may also require additional certifications based on the department needs.
<b>Special Requirements</b>	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. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*