

Position Code: 2565	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform and oversee engineering functions and provide support to personnel in assigned area. The class is responsible for developing policies and procedures, supervising subordinate staff, researching and analyzing engineering data, reviewing and designing plans, approving and maintaining related engineering information, and providing assistance with project inquiries and concerns. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Plans and oversees engineering operations in assigned area and supervises, trains, and evaluates subordinate staff.
- Develops and interprets policies and procedures to ensure flow of operations and accomplishment of goals.
- Researches and analyzes engineering data in order to prepare and update plans and correspondence.
- Reviews and designs plans to ensure code compliance for public works, utility facilities, street lighting, water/wastewater management, and/or traffic management engineering projects.
- Completes engineering functions such as inspecting project sites, estimating project costs, and managing the progress of projects.
- Prepares, approves, evaluates, and maintains related engineering reports and other information such as specifications, project invoices, proposals, grant applications, permits, and/or budgets.
- Coordinates project implementation by interacting with the various parties involved and makes recommendations for engineering and project success.
- Investigates and responds to inquiries and concerns for contractors, staff, the general public, and other organizational agencies.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as serving on committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use advances mathematical concepts and models.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to engineering, technology, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, legal, or other professional groups.

Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in civil engineering or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of seven years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Professional Engineer license is also required. Depending on position, State and/or City certification(s) may be required.

AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.