



CLASSIFICATION NO. 320
Established: 9/98
Revised: 12/07
FLSA: Exempt
EEO: 2

CIVIL ENGINEERING SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, direct and manage assigned staff in: the design, construction, and overall supervision of County Capital Improvement Projects (CIPs), transportation infrastructure projects, roadway systems, transportation systems, sanitary sewer, wastewater, and surface water systems and projects; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Engineering Supervisor is a registered Professional Engineer (P.E.) responsible for supervising and overseeing an engineering section of engineers, technicians and other professionals assigned to a functional group within an engineering section and supervising project consultants, as necessary. The classification provides overall direction for the Section in planning, budgeting, project definition, project management, and policy development.

The Civil Engineering Supervisor is the highest level registered Professional Engineer. Incumbents approve and stamp engineering plans, review engineering documents and make recommendations regarding transportation related projects, policy and approaches to problems affecting the traveling public.

The Engineering Supervisor differs from the Engineering Manager which supervises all aspects and functions of a department's Engineering function. It also differs from the Senior Civil Engineer, which performs professional level Engineering and leads the work of other Engineers and/or Technicians in assigned projects, but does not have direct supervisory responsibilities for a major component of the engineering function.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Designs, develops, and provides overall supervision of Capital Improvement Programs (CIPs), transportation infrastructure projects, roadway and transportation systems, sanitary sewer, wastewater, and surface water systems and projects.
2. Manages engineering and surveying project teams, including staffing, supervision, performance management, training, and development. Prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other county departments; motivates employees to provide quality service to citizens.

3. Coordinates CIP and/or traffic engineering functions/projects with other departments and agencies; responds to citizen groups, developers and property owners, public inquiries, complaints, and concerns.
4. Oversees and directs short and long range planning studies on feasibility of proposed transportation and CIP projects; defines scope of projects; confers with design consultants, and other county departments.
5. Directs project and construction management, including capital improvement and transportation projects; reviews consultant selection, contract specifications, and the prequalification process; reviews standard engineering agreements, contract documents and construction RFP specifications; develops and monitors project time schedules and expenditures; administers changes and assesses change requests and claims arising from consulting agreements and construction contracts.
6. Researches and provides financial strategies, including grants administration, to coordinate, prepare, and submit funding requests; prepares and administers project design and acquisition budgets; monitors and controls expenditures for compliance with budgets, grants and other funding sources.
7. Analyzes pending legislation and state policy changes regarding transportation and construction; assesses how legislative changes impact engineering policies and practices.
8. Works closely with and/or supervises County property management personnel in reviewing and resolving right-of-way issues and acquisition of project properties when designing and planning transportation or infrastructure needs.
9. Oversees and monitors traffic signal construction and timing on all County roads; oversees pavement marking standards and specifications and coordinates transportation and constructions issues with the Traffic Maintenance Section.
10. Supervise the work of regular and temporary employees assigned to provide professional and administrative support to projects; hires and directs staff to provide quality service to task forces and citizens; promotes cooperative team efforts among staff and with other federal, state, and county agency personnel; prepares performance evaluations; implements progressive discipline.
11. Provide recommendations to higher level management with respect to a variety of transportation issues affecting the mobility and safety of the traveling public.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Federal, state, regional, and local laws, rules, and regulations related to urban and rural construction, traffic engineering, Intelligent Transportation Systems (ITS), traffic signal systems or wastewater and surface water discharge permitting; principles and practices of ethical and professional compliance with rules and regulations governing the practice of professional engineering; principles and practices of advanced traffic, civil, or environmental engineering; principles and techniques of contract, budget and grants administration; governmental funding, financing, laws, regulations, and codes related to

transportation and infrastructure planning and construction department financial methods and budgetary processes; principles of personnel administration and supervision.

Skill to: Evaluate prepare, negotiate, and administer transportation, civil, or environmental engineering contracts and governmental agreements; interpret and apply laws, rules, and regulations to transportation, civil, wastewater, or surface water engineering projects and operations; prepare and communicate department issues in writing and orally to various committees, boards, and the County Commission; establish and maintain effective working relationships with legislators, legislative committees, and government officials, associations, public interest and community groups, business leaders and the public; manage capital improvement projects for timeliness, efficiency, and costs; plan and direct the efficient use of professional and technical civil engineering staff and consultants; analyze, design, and inspect roads, bridges, sewers, storm water facilities, wastewater and surface water treatment facilities, and other construction.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certificate of registration as a Professional Engineer in the State of Oregon. (Registration in another state acquired by examination will temporarily fulfill this requirement provided Oregon registration can be obtained within one year of employment.) Depending on area of assignment, must have the credentials to sign, seal, and stamp official documents within area of expertise. Civil or environmental engineering disciplines are preferred.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

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