

Job Class Code: 2560	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform and supervise engineering functions and provide support to personnel in assigned area. The class is responsible for 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.
- Researches and analyzes engineering data in order to prepare and update plans and correspondence.
- 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 policies and procedures.
- Investigates and responds to inquiries and concerns for contractors, staff, the general public, and other organizational agencies.
- Serves as the lead City representative in coordinating development project implementation in a timely manner by facilitating a comprehensive review of development plans, identifying and compiling applicable requirements and ensuring requirements are appropriately reflected on plans, and interacting with applicable City departments, engineers, and developers.
- 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	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
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 professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing 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 five 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. Depending on assignment, a Commercial Driver's License (CDL) may be required. A Professional Engineer license is also required. Depending on position, State and/or City certification(s) may be required.
Special Requirements	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.

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.

Revised 09/11/23