

CIVIL ENGINEER II

Position Code: 3030

WC Code: 8601

FLSA Status: Exempt

Pay Grade: 360

Location: Engineering

Approval Date: 2019

General Statement of Duties

Performs difficult professional, technical and administrative work participating in the planning, design, and construction of a variety of municipal projects.

Distinguishing Features of the Class

An employee in this class will provide design and construction management of public improvement projects involving streets, storm drainage and stormwater detention facilities, sanitary sewer, water distribution, curb and gutter, parking facilities and recreation projects. Work includes preparation and coordination of engineering design, reports and estimates for a variety of related projects, reviews plats and site plans, supervision of staff and will assist the Engineering Services Director in the administration of overall engineering program. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Work is supervised by the Engineering Services Director and is evaluated based on conferences and review of assignments.

Duties and Responsibilities

Prepares engineering designs, reports, and estimates for a variety of related projects.

Oversees sedimentation and erosion control program, driveway permits, and parking lot plan review.

Assists in review of preliminary and final plats.

Administers, inspects and approves construction projects to determine effective operation.

Supervises and works with construction inspectors and contractors to address problems or questions; reviews and approves change orders.

Makes cost estimates for projects, takes final measurements and certifies payment to contractors.

Coordinates and assists in developing drainage studies and projects.

Assists in development of computer programs as they relate to engineering projects.

Prepares and presents technical reports.

Prepares and presents department budget.

Provides developers, contractors and the general public with technical information relating to engineering projects and municipal services.

Coordinates and participates in the preparation of designs, drawings, estimates, specifications, construction contracts and related engineering work for various municipal, public works and utilities projects.

Reviews Town Development Standards and makes recommendations of revisions, additions and /or deletions to the Engineering Services Director.

Participates and assists in the identification of rights-of-way. Coordinates and approves right-ofway maps and easements. Assists in the negotiation and acquisition of rights-of-way. Acquires appraisals where necessary.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Civil Engineering.

Supervises and manages staff involved in the Land Development Process. Instructs staff in the appropriate safety procedures and enforces their use.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Thorough knowledge of modern methods and techniques as applied to the design of public works and utility projects including planning and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Knowledge of supervisory principles and practices.

Knowledge and understanding of the municipal budgeting process.

Ability to perform difficult engineering computation and to make comprehensive recommendations on engineering problems and planning.

Ability to train and supervise others.

Ability to establish effective working relationships with Town officials, employees, contractors and the general public.

Ability to present ideas effectively in oral and written form.

Ability to establish and maintain effective working relationships with Town officials, other public officials, employees, subordinates, contractors and the general public.

Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

Minimum Education and Experience

A Bachelor of Science degree in Civil Engineering with major coursework in municipal engineering from an accredited college or university and five years of management experience in municipal engineering; or an equivalent combination of education and experience.

Special Requirements

Registered Professional Engineer in North Carolina

Possession of a valid North Carolina driver's license