



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CIVIL ENGINEER II

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 1470

PAY RANGE CODE: 22.4 MC REVISION DATE: 7/12/16

NATURE OF WORK:

This is advanced engineering and supervisory work in the operation of a Public Works facility or in the study, design, and construction of complex Public Works Department projects. Work involves supervising and participating in the design, planning, and scheduling of projects, the inspection of materials and workmanship, and the management of the projects, including overseeing the work of contractors and consultants. It also involves the performance of special studies and projects, writing reports of findings, the preparation of environmental impact statements, meeting with individuals and groups to discuss Public Works issues, assisting in budget preparations, coordinating civic events, and issuing construction permits. An employee in this classification exercises considerable independence in the performance of duties, oversees the work of a number of subordinates, and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises and participates in the design of streets, sanitary and storm sewers, bridges, sidewalks, traffic signals, wastewater treatment facilities and equipment, and other structures.

Manages projects performed by outside agencies, preparing or reviewing plans and bid documents, ensuring code compliance, negotiating selecting and meeting with contractors and consultants, setting and adjusting schedules, and recommending approval or rejection of completed work.

Supervises and participates in the inspection of construction, maintenance, or repair work in progress, testing materials, evaluating construction methods, and determining code compliance and adherence to specifications.

Supervises and participates in engineering studies, analyzes areas of concern, planning, scheduling, overseeing, reviewing, and evaluating the work of subordinates, prioritizing and coordinating work projects, ordering parts and supplies, and providing technical support.

Meets with local utility representatives, interested groups and members of the public to explain policies, discuss details of projects, answer questions, and resolve complaints.

Prepares environmental impact statements for federal aid projects and compiles progress and other technical reports.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the engineering principles, practices, and procedures as applied to design, construction, traffic engineering, street maintenance, or environmental engineering.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the methods of project inspection, technical research, compiling reports, presenting findings, and making recommendations.

Knowledge of the sources of public works engineering information.

Ability to plan, schedule, supervise, and evaluate the work of subordinates involved in projects or the operation or maintenance of a Public Works Department facility.

Ability to negotiate with, select, oversee, and evaluate the work of private consultants and contractors.

Ability to meet with representatives of local utilities, concerned groups and individuals to discuss policies and projects.

Ability to conduct engineering studies, analyze areas of concern, and make recommendations for optimum courses of action.

Ability to assist in budget preparations and to forecast material, equipment, and manpower needs.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to understand written or oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to sit from 76 to 100% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, stand, walk, push, pull, lift, or type from 0 to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Civil Engineering or a related engineering field

AND

Experience in project management, technical problem solving, report writing, and public works facility operations.

SPECIAL QUALIFICATIONS:

Must become a Professional Engineer registered by the State of Nebraska by the end of the probationary employment period.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting; however, at times, an employee in this classification works outdoors in all weather conditions, amid noise requiring speaking above a normal voice to be heard, near moving mechanical parts or electrical currents, in high places or confined spaces, in conditions of dust, fumes, odors, or chemicals.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Calculator
Copier
Telephone

Drafting Tools
Facsimile Machine
Planimeter
Printer

Previous Revision Date(s): 9/30/93
10/25/12
5/30/13