



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CIVIL ENGINEER III

BARGAINING UNIT: [CIV MANAGEMENT](#)

CODE NUMBER: 1480

PAY RANGE CODE: [26.2 MC](#)

REVISION DATE: 7/12/16

NATURE OF WORK:

This is professional engineering work supervising, coordinating and administering major projects and programs in a Public Works division. Work involves oversight of several projects or programs in design, construction, traffic, street maintenance, treatment plant operations, or plant maintenance and engineering. Work may also involve management of the function and administration of a smaller or less technical Public Works division, or responsibility for the study, design, construction, or operation of specially assigned engineering projects. An employee in this classification experiences considerable public contact and serves as a liaison with private contractors and consultants. The employee works independently, receiving general supervision from a superior, and supervises a number of technical and supervisory subordinates.

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.)*

Plans, coordinates, schedules, assigns, supervises, reviews and guides the work of subordinate engineering employees.

Plans and supervises the design and construction or maintenance of streets, bridges, culverts, pedestrian overpasses, traffic controls, sewers, and treatment plant facilities, equipment, and operations.

Coordinates city responsibilities on federal highway construction projects, ensuring that plans comply with state standards and specifications, plans are available when needed, and projects are completed on schedule.

Serves as project manager on major projects, coordinates and oversees the work of consultants and contractors, prepares project schedules, monitors progress, and finalizes projects.

Supervises and participates in design review, ensuring correctness, ease and economy of maintenance, and compliance with standards and codes.

Confers with contractors, consultants, and architects to resolve technical issues and approves or rejects change orders and design modifications.

Prepares and submits budget requests and purchasing requisitions and assists in the preparation and administration of the division budget.

Approves plans, designs, specifications, change orders, cost estimates, and payment letters.

Supervises and participates in the inspection of work in progress.

Serves as advisor in a major technical specialty; confers with professional associates to provide interpretations and advice on theories, concepts, and practices; and recommends new approaches or changes in policies, standards, or procedures as warranted by new developments in the field.

Plans, supervises, and participates in research into complex engineering issues and develops new designs, techniques, and procedures.

Prepares and checks payment estimates, notices of completion, and final 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, structural engineering, traffic engineering, street maintenance, or environmental engineering.

Knowledge of modern methods, techniques, materials, maintenance procedures, and engineering and safety standards used in the study, design, construction, maintenance, and operation of public works programs and projects.

Knowledge of the sources of current information relative to public works engineering programs and projects.

Knowledge of contract administration and the laws and regulations involved in the acquisition of federal grants.

Knowledge of the procedures required to perform technical research and write technical reports.

Knowledge of the principles, techniques, and application of effective management.

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.

Skill in the preparation, interpretation, and verification of engineering plans and specifications.

Skill in the preparation and administration of division budgets.

Skill in the coordination of responsibilities of projects performed by private contractors and consultants.

Ability to make decisions based on established practices and regulations.

Ability to plan, coordinate, schedule, assign, supervise, review, and guide the work of subordinate engineering employees.

Ability to review and approve or reject plans, designs, specifications, change orders, cost estimates, and payment letters.

Ability to serve as an advisor in a major technical specialty; plan, supervise, and participate in research; confer with professional associates to provide interpretations and advise on the theories, concepts, and practices; and recommend new approaches or changes in policies, standards, or procedures as warranted by new developments in the field.

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 up to 25% of the time.

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

If assigned to the Bridge unit within the Construction Division:

Ability to move and carry equipment weighing up to fifty (50) pounds 0-33% 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

Three years of experience in supervising the operations of a major public works program or project, including supervising subordinates, making decisions, solving complex technical issues, and negotiating and administering contracts.

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.

If assigned to the Bridge unit within the Construction Division:

Must hold the position of Bridge Inspection Program Manager as defined by the Federal Highway Administration (FHWA) or attain the position within three (3) months of appointment.

Must successfully complete training in the latest version of the American Association of State Highway and Transportation Officials (AASHTO) within six (6) months of appointment.

Must successfully complete training in the Fracture Critical bridge inspection course within one year of appointment.

Must be qualified as, or become qualified as, a Responsible Charge as defined by the Nebraska Department of Roads within three (3) months of appointment.

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 near machinery, at heights or in confined spaces, in conditions of dust, mists, odors, fumes, and exposure to chemicals.

If assigned to the Bridge unit within the Construction Division, work may be performed in all weather conditions with temperatures ranging from below zero to 100 degrees, in high places, waist-high water or rough terrain.

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
Telephone
Engineering Equipment
Copier
Printer

Calculator
Test Equipment
Microfilm Viewer
Two Way Radio

Previous Revision Date(s): 9/30/93
4/28/05
11/29/07

10/25/12
12/18/14