



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CIVIL ENGINEER IV

BARGAINING UNIT: CIV MANAGEMENT

CODE NUMBER: 1490

PAY RANGE CODE: 29.2 MC

REVISION DATE: 7/12/16

NATURE OF WORK:

This is professional and administrative civil engineering work directing a division of the Public Works department. Work involves the responsibility for the overall functioning of a division, including planning and implementing department policies, divisional goals, and organizational assignments; observing accepted engineering standards, codes, statutes, laws, and regulations; preparing division budget proposals; and administering budget allocations. An employee in this classification exercises considerable independence in the performance of duties which include directing professional engineering, technical, and supervisory personnel, resolving issues of the highest technical nature, and acting as liaison with members of regulatory agencies and other governmental entities. General supervision is received by 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.)*

Manages a division of the Public Works department, providing administrative and technical supervision and implementing division policies, goals, procedures, and work schedules.

Plans, schedules, coordinates, oversees, reviews, and evaluates the work of subordinate professional and sub-professional employees, assigning projects, developing performance standards, setting goals, and providing career guidance to an assigned staff.

Prepares annual budget proposals for the division, assessing needs for manpower, equipment, supplies and services, projecting costs, and determining expenditures.

Administers the division budget, monitoring and controlling inventories and expenditures.

Monitors and reports on ongoing projects performed by division personnel and by private contractors.

Coordinates activities with other divisions, other governmental entities, and private agencies.

Oversees the review of plans and designs of division personnel and private engineering firms for adherence to plan specifications, codes, standards, and for constructability and maintainability.

Negotiates contracts with private contractors, architects, and consultants and oversees the approval of plans, designs, specifications, change orders, cost estimates, and payment letters.

Represents the city at meetings with the City Council, news media, interested groups and the public, and on committees and boards to represent division, department, and city policies and activities, answer questions, and resolve complaints.

Testifies in court as a professional witness in cases involving the city, its policies, and projects.

Oversees and participates in inspections of project sites with agents from other governmental entities, ensuring that drawings and specifications are complete and that the projects proceed accordingly.

Oversees the research into new methods, materials, and equipment, evaluates the findings, and makes recommendations for change where warranted.

Oversees the annual snow removal effort, receiving early warning weather reports, ordering equipment to duty, inspecting work in progress, and responding to questions and comments by public officials and the public.

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 civil engineering principles and practices as applied to Public Works projects.

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 sources of current information relative to Public Works engineering and grants in aid programs.

Knowledge of modern methods, techniques, and engineering standards used in the study, design, construction, maintenance, and operation of Public Works projects.

Knowledge of current and emerging theories and applications in a complex engineering specialization.

Knowledge of the laws, codes, ordinances, and policies pertinent to the division assigned.

Knowledge of procedures in performing technical research and writing technical reports.

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

Knowledge of the laws and specifications pertaining to federal grants and other federal aid projects.

Knowledge of the principles of budget preparation and cost control.

Skill in the analysis of complex engineering data and laboratory test results.

Skill in planning, assigning, and coordinating the work of a large group of technical and other engineering personnel.

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

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

Ability to adapt approved engineering methods and standards to the design, construction, and maintenance of Public Works projects.

Ability to provide informed and accurate recommendations concerning complex engineering issues.

Ability to preside at meetings with governmental entities, elected officials, private agencies, members of the media, and representatives of the public.

Ability to negotiate and administer construction and service agreements with private contractors.

Ability to establish and maintain effective working relationships with fellow employees, elected officials, private contractors, and members of the general public.

Ability to participate in inspections of construction work in progress.

Ability to coordinate the activities of the division for efficient use of personnel, equipment, and facilities.

Ability to supervise and evaluate the work and guide the development of subordinate staff.

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; to reach or walk from 26 to 50% of the time; and to climb, balance, bend, stoop, squat, kneel, crouch, crawl, stand, push, pull, lift, or type from 0 to 25% of the time.

Ability to sit most of the time and 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

Four years of experience in supervising the operations of a major public works program, including supervising subordinates, budget management, making decisions and solving complex technical problems, negotiating and administering contracts, and managing complex public works programs.

SPECIAL QUALIFICATIONS:

Must be registered as a Professional Engineer by the State of Nebraska by the end of the probationary 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 primarily in an office setting; however, considerable time may be spent in the field or in an industrial building setting, at times outdoors in all weather conditions, amid noises requiring speaking above a normal voice to be heard, near moving or vibrating machinery or electrical currents, in conditions of dust, mists, odors, fumes, and exposure to 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
Telephone
Printer

Calculator
Copier

Previous Revision Date(s): 7/29/93
10/25/12