

IMPERIAL COUNTY

CLASS TITLE: CIVIL ENGINEER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex and technical engineering duties in the design, coordination and direction of civil engineering projects related to the function to which assigned; train, supervise, assign and review the work of others.

DISTINGUISHING CHARACTERISTICS:

The Civil Engineer classification is the advanced-level supervisory classification of the series. Incumbents perform responsible and complex civil engineering duties and serve in a supervisory capacity over professional and sub-professional engineering personnel within a complex engineering function or operating unit. The Civil Engineer Assistant I classification is the entry-level class of the series. Incumbents perform technical civil engineering duties related to an assigned function. The Civil Engineer Assistant II classification is the mid-level classification of the series. Incumbents perform difficult and technical civil engineering duties and provide work direction and guidance to employees at the entry and sub-professional levels.

REPRESENTATIVE DUTIES:

Perform complex and technical civil engineering duties in the design of major civil engineering projects including designing, coordinating and directing projects.

Oversee, direct and coordinate civil engineering projects and related activities; supervise and participate in the preparation of complex civil engineering designs, plans, specification and cost estimates; select, coordinate and review the work of consultants for projects; schedule and assign work to assure completion of projects according to established time lines.

Assist personnel in various divisions of Public Works and Public Utilities in planning, designing and directing the civil engineering activities of their respective divisions.

Train and supervise assigned personnel; coordinate, assign and review work; assist in the selection and evaluation of personnel.

Coordinate communication and projects with other County departments and personnel, governmental and private agencies, consultants, architects, contractors, vendors and the general public.

Compile and analyze statistical and technical information and data and prepare reports concerning projects and related activities; prepare environmental assessment and impact statements.

Oversee and participate in construction inspections and review plans and projects to assure compliance with applicable codes, ordinances and regulations.

Serve as County and departmental representative at various meetings as required; testify in a

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court, hearing or disposition situation as an expert witness in the County's behalf.

Prepare and administer contracts such as construction contracts as necessary to complete projects.

Review and provide recommendations concerning local codes, regulations, policies and ordinances related to civil engineering as directed.

Respond to questions and complaints from the public concerning assigned engineering functions; provide technical information related to codes, ordinances, regulations, policies and projects.

Coordinate the planning, future engineering and work programs of the Public Works and Utilities Departments.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods and techniques of civil engineering.

Modern engineering methods and techniques as applied to the construction and maintenance of public works and public utilities.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Research methods.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Interpersonal skills using tact patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Perform difficult and complex engineering mathematical computations.

Design complex and technical civil engineering projects.

Train, supervise and evaluate personnel.

Assign and review the work of others.

Work independently with little direction.

Prepare engineering plans and specifications.

Oversee and inspect the work of contractors on major engineering projects.

Compile and analyze statistical and technical information, maps and other data.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

An equivalent combination to: graduation from an accredited college or university with a degree in civil engineering or a closely related field and two years experience at the level of Civil Engineer Assistant II.

LICENSES AND OTHER REQUIREMENTS:

Registration with the California State Board of Registration for Professional Engineers and Land Surveyors; valid California State driver's license.

WORKING CONDITIONS:

Office environment.