

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

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|------------------------|---|---------------------------|------------|
| <b>TITLE:</b>          | Supervisory, Civil Engineer             | <b>BAND/LEVEL:</b>        | MGT III    |
| <b>DEPARTMENT:</b>     | Planning & Development Services         | <b>JOB NO:</b>            | 2985       |
| <b>DIVISION:</b>       | Engineering Services                    | <b>DATE:</b>              | 05/23/2018 |
| <b>REPORTS TO:</b>     | Manager, Engineering Services           | <b>FLSA STATUS:</b>       | Exempt     |
| <b>FT/PT/SEASONAL:</b> | Full-time                               | <b>COST CENTER:</b>       | 615        |
| <b>REPLACES:</b>       | Supervisory Civil Engineer (Inspection) | <b>LAST REVISED DATE:</b> | 03/25/2012 |

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**JOB SUMMARY STATEMENT:** Plans, organizes and manages the work of professional and technical staff involved in civil engineering review of plans and/or construction inspection for private development projects within the Engineering Services Division. Review and inspection responsibilities include rezoning, preliminary plats, final plats, engineering reports, public streets and storm sewer improvements, commercial site plans, residential subdivisions, residential plot plans, land disturbance plans, and floodplain management. Coordinates engineering activities with other divisions and departments and provides staff assistance to the Manager, Engineering Services. Assists the public on issues related to private development.

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**DUTIES AND RESPONSIBILITIES:**

1. Acts as Engineer of the Day (EOD) during the rotation schedule and may be assigned the duty of establishing the EOD schedule for the Division. Responds to public inquiries on drainage complaints, streets, and sidewalk requirements and general engineering information. Discusses complaints with resident(s).
2. Develops and prepares recommendations and technical reports related to engineering and construction matters.
3. Advises the City Council and Planning Commission on engineering related matters.
4. Makes public presentations to governmental and private groups and organizations. Serves on committees for the Division, Department and City as necessary.
5. Negotiates legal agreements and cooperative project agreements with private developers and/or other agencies.
6. Prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions; and establishes technical criteria and standards.
7. Represents the City in court on technical private development issues such as code violations and claims against the City relative to private development.
8. Evaluates engineering operations and activities related to inspection of public improvements and site work for private development. Develops and coordinates development and construction plan program requirements to include; standard operating procedures, plan review requirements, engineering and technical staff plan review output and quality to ensure completeness, accuracy and consistency of development plans and construction plans, which includes coordination with the Public Works Department, Building Safety Division and Current Planning. Recommends improvements and modifications, including needs for computer software and other technical support items. Prepares various reports on division operations and activities when requested.

9. Makes interpretations of and enforces the Overland Park Municipal Code and the City's Design and Construction Standards. Maintains knowledge of Kansas Department of Transportation (KDOT) specifications, adopted KC-APWA design standards, MUTCD guidelines, AASHTO, NACTO and other nationally recognized standards and guidelines pertinent to public and private infrastructure permitted by the City.
10. Supervises civil engineers and engineering technicians to include personnel, administration, and training responsibilities for direct reports. Prepares performance appraisals for direct reports. Works with employees to correct deficiencies and implements effective discipline. Participates in the selection of staff. Provides or coordinates staff training.
11. Investigates construction-related issues in the field. Provides assistance to resolve field issues. Meets with direct reports, consultants, contractors, and other interested parties regarding disputes. Renders decisions in a manner to minimize delays.
12. Acts as a liaison between the development community and the City with respect to engineering and inspection issues on developer-funded public improvements and site plans.
13. Acts as the Manager, Engineering Services in his/her absence, as required.
14. Operates computer hardware and software, including Energov, Word processing, spreadsheet, and presentation software, ArcMap, Bluebeam, and familiarity with stormwater and traffic modeling software. Reviews available hardware and software development to enhance engineering operations.
15. Performs other duties as assigned.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

- Bachelor's degree in civil engineering or a related engineering field of study.
- Professional Engineer registration in the State of Kansas or registration in another state with State of Kansas registration required within one year of hiring.
- Master's degree in engineering, public administration, or business preferred.
- Must possess a valid driver's license and maintain an insurable driving record.

### **EXPERIENCE:**

- Eight years of progressive civil or related engineering experience.
- One year in a supervisory management position or additional years in civil engineering experience or engineering education.

**SKILLS:**

- Excellent oral and written communications skills.
- Computer skills.
- Leadership skills.
- Facilitation skills.
- Time management skills.
- Supervisory skills.
- Public speaking/presentation skills.
- Good organizational and project management skills.
- Outstanding personnel management skills.
- Reading and interpreting construction plans and blueprints.

**MENTAL REQUIREMENTS:**

- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex engineering problems and recommend possible solutions.
- Analytical skills.
- Diplomacy and judgment.
- Ability to prioritize work.
- Alpha and numeric recognition.
- Ability to work under distracting conditions.
- Ability to train and guide others.
- Ability to handle multiple tasks at a time.
- Understanding of computer software and hardware as it applies to engineering concepts.

**PHYSICAL REQUIREMENTS:**

- Ability to lift 20 pounds and transport 20 feet.
- Ability to traverse rough terrain on foot.
- Ability to travel to field locations.
- Ability to visually review engineering plans and reports.
- Ability to operate PC computer.
- Ability to make and receive phone calls and e-mails.
- Ability to operate City vehicles.
- Visual stamina and acuity adequate to ascertain measurements.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct
  - Civil Engineers
  - Engineering Technicians

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.