

## CITY OF OVERLAND PARK POSITION DESCRIPTION

**TITLE:** Supervisory Civil Engineer  
**DEPARTMENT:** Public Works  
**DIVISION** Engineering  
**REPORTS TO** City Engineer  
**FULL-TIME: XXX PART-TIME: TEMPORARY:**

**BAND/LEVEL:** Mgmt III  
**JOB NO:** 2170  
**DATE:** 10/13/2016  
**FLSA STATUS:** EX  
**COST CENTER:** 310

**REPLACES:** Assistant City Engineer

**LAST REVISED DATE:** 08/12/2016

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**JOB SUMMARY STATEMENT:** Manages the Capital Improvements Section in the Public Works Engineering Division. Supervises and coordinates work activities and schedules of professional engineers, engineering technicians, and other related professionals. Provides development coordination and execution of the Capital Improvements Program. Provides assistance in the planning and execution of the infrastructure maintenance program including street, bridge, sidewalk, major City facility maintenance projects, and other construction projects. Plans and executes programs to meet legislated public works requirements.

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### **DUTIES AND RESPONSIBILITIES:**

1. Manages the Capital Improvements Section in the Engineering Division, providing leadership and management for all section activities and personnel. Responsible for all personnel requirements including training, performance management and general administration.
2. Plans programming, scheduling and execution of the Capital Improvements Program projects to meet identified public works requirements. Provides preliminary engineering designs and cost estimates, either from in-house design or by retaining outside engineering consultants. Determines personnel needs and allocations to provide a high level of quality in program management.
3. Serves as project manager, supervising professional engineers, engineering technicians and other related professionals. Delegates work activities, monitors progress, and provides training to ensure completion of projects on schedule, with high engineering standards, in compliance with applicable city and other governmental requirements, and with adequate inter-office communication.
4. Reviews, and coordinates the review by others, of construction plans, specifications, and documents submitted by private sector design professionals involving public works improvements. Evaluates designs by applying accepted engineering principles to specific construction proposals to determine their conformance with the Overland Park Municipal Code, AASHTO policies, MUTCD, other applicable requirements, and good engineering practices.
5. Prepares, supervises, and coordinates the preparation of plans and specifications for street, storm sewer, bridge, sidewalk and other projects. Coordinates and surveys and supervises professional engineers, engineering technicians, and other design professionals in plans preparation. Provides training and expertise to design projects with high standards of current engineering practice and in accordance with applicable codes and requirements.
6. Coordinates the acquisition of right-of-ways, easements, and land as necessary for the execution of the program. Supervises the preparation and review of legal descriptions, easement documents, and other related documentation. Retains land appraisers, acquisition agents, title insurance companies, and other professionals for the purpose of documentation and acquisition. Provides necessary information and coordination with the City legal staff and design consultants for eminent domain actions. Coordinates with other governmental agencies in the acquisition of right-of-way, easements, and land as necessary for projects with multiple governmental involvement.

7. Prepares and supervises the preparation of interlocal agreements, development agreements, engineering contracts, and other related agreements and contracts required in the process of executing the program. Provides training and policy guidance to other engineers and design professionals in the preparation of these documents. Coordinates the preparation and execution of these documents with adjoining cities, Johnson County, KDOT, and other governmental agencies.
8. Responds to public inquiries in areas regarding public works standards and construction, such as street, sidewalk requirements, and general engineering information. Directs inspectors to conduct field investigations when necessary. Responds directly to complainant or initiates continued research when further investigation is needed. Performs site visit if non-routine situation.
9. 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 organization with whom interaction is required to accomplish work and employer goals.
10. 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.
- Registered as a professional engineer in the State of Kansas or 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.
- Must maintain an insurable driving record.

### **EXPERIENCE:**

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

### **SKILLS:**

1. Analytical skills
2. Basic mathematical and accounting skills
3. Computer skills
4. Project Management skills
5. Working knowledge of public sector administration
6. Excellent oral and written communication skills
7. Leadership skills
8. Time management skills
9. Facilitation skills
10. Customer service skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City, State and Federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to meet deadlines
4. Ability to prioritize multiple tasks
5. Diplomacy and judgement
6. Ability to work in a hectic environment with many interruptions
7. Ability to carry out assignments through oral and written instructions
8. Ability to work independently

9. Alpha and numeric recognition
10. Ability to read and understand site plans and blueprints

**PHYSICAL REQUIREMENTS:**

1. Ability to lift 20 pounds and transport 50 feet
2. Ability to make and receive phone calls
3. Hand and eye coordination adequate to input computer
4. Ability to operate City vehicles

**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.**