

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisory Civil Engineer (Maintenance & Facilities)	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Public Works	JOB NO:	2985
DIVISION	Engineering	DATE:	3/25/12
REPORTS TO	City Engineer	FLSA STATUS:	EX
FULL-TIME: XXXXX	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 310

REPLACES: Supervisory Civil Engineer

DATE: 6/05

JOB SUMMARY STATEMENT:

Supervises the Maintenance and Facilities Section in the Public Works Engineering Division. Plans, coordinates, and executes the infrastructure maintenance program which includes streets, storm sewers, bridges, sidewalks, major City facility maintenance projects, and other construction projects. Plans and executes programs to meet legislated public works requirements. Supervises and coordinates work activities and schedules of professional engineers, engineering technicians, and other related professionals.

DUTIES AND RESPONSIBILITIES:

1. Supervises the Maintenance and Facilities 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 and scheduling of infrastructure maintenance program projects to meet identified requirements. Provides preliminary studies and cost estimates to support the program. Determines personnel needs and allocations to accomplish the program.
3. Plans programming and scheduling of major City facility maintenance projects to meet identified requirements. Provides preliminary studies and cost estimates to support the program. Determines personnel needs and allocations to accomplish the program.
4. 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.
5. 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.
6. 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.

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7. Prepares, supervises, and coordinates the preparation of plans and specifications for street, storm sewer, bridge, sidewalk and other projects. Coordinates and conducts land 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. 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.
8. Prepares, designs, and plans specifications for street, storm sewer, sidewalks, and other projects with the use of surveying equipment. Coordinates and conducts land surveys and supervises engineering technicians in plans preparation. Designs projects with high standards of current engineering practice as in accordance with OPMC. Prepares legal documents, specifications, contract documents and supervises construction to completion.
9. Responds to public inquiries in areas regarding public works standards and construction, such as drainage complaints, street, storm sewer, 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.
10. Coordinates engineering-related activities with other City departments and divisions, other governmental agencies, utilities, contractors, developers, consultants and others as required.
11. 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.
12. 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

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 in another state with State of Kansas registration required within one year of hiring.
- Master's degree in engineering, public administration, or business preferred.
- Possession of an appropriate valid driver's license. Must 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 experience in civil engineering or engineering education.

SKILLS:

1. Computer skills.
2. Surveying skills.
3. Leadership skills.
4. Facilitation skills.
5. Time management skills.

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6. Supervisory skills.
7. Excellent oral and written communication skills.
8. Good organizational and project management skills
9. Outstanding personnel management skills
10. Reading and interpreting construction plans and blueprints

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations.
2. Analytical skills.
3. Diplomacy and judgement.
4. Ability to work under distracting conditions.
5. Ability to prioritize work.
6. Alpha and numeric recognition.
7. Mechanical aptitude.
8. Ability to analyze safety situations.
9. Ability to train and guide others.
10. Ability to read and understand site plans.
11. Ability to analyze complex engineering problems and recommend possible solutions
12. Ability to handle multiple tasks at a time
13. Understanding of computer software and hardware as it applies to engineering concepts

PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport 15 feet.
2. Ability to operate surveying equipment.
3. Ability to drive city vehicles.
4. Ability to make and receive phone calls.
5. Hand and eye coordination adequate to input computer.
6. Ability to operate two-way radio.
7. Ability to climb ladders.
8. Ability to walk for extended periods of time.
9. Ability to traverse rough terrains.
10. Ability to travel to field locations
11. Ability to visually review engineering plans and reports

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Civil Engineer

Engineering Technicians

Indirect: Construction Inspectors

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.