



Job Title	Engineering Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	16029

Class Specification - Engineering Supervisor

Summary Statement:	
<p>The purpose of this position is to perform supervisory and administrative work to direct the schedules and activities for engineering operations. This is accomplished by planning, scheduling, coordinating, assigning, monitoring, and reviewing work of technical and skilled staff; reviewing engineering designs for deficiencies and compliance to federal, state, and city regulations; developing, implementing, and evaluating performance evaluations for staff directly reporting to this position; monitoring and approving expenditures; and recommending adjustments as necessary.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Directs, coordinates, and reviews work of assigned staff by developing and conducting performances evaluations for staff directly reporting to this position; guides and develops technical and skilled maintenance staff to enhance their professional growth; provides and coordinates staff training; works with employees to correct deficiencies and implement discipline when necessary; and investigates accidents and completes reports.
20%	Assumes project lead for asset management implementations that include establishing goals, objectives, priorities, and schedules; identifies budget needs and secures funding; and document business processes.
20%	Participates in the development of assigned program budget; administers assigned budget; recommends adjustments as necessary; and monitors and approves expenditures.
20%	Prepares bid specification and documents for material acquisition contracts; develops and maintains traffic signal installation and parts specifications manual; and implements methods and procedures of construction and repairs.



Job Title	Engineering Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	16029

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related engineering field.

Experience: Three years of full-time responsible engineering experience including two years of administrative and/or supervisory responsibility.



Job Title	Engineering Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	16029

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment



Job Title	Engineering Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	16029

Extreme Temperature	Several Times per Month
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, vehicle, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015