



Job Title	Senior Engineer	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	9	Job Code	12781

Class Specification – Senior Engineer

Summary Statement:

The purpose of this position is to perform engineering and project management support. This is accomplished by staff scheduling and management, coordinating with other departments and agencies, and planning construction projects. Other duties may include preparing documents, representing the City in court proceedings, and preparing grant applications.

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.

60%

Oversees and coordinates assigned civil engineering projects, functions, and activities for the Public Works Department including financial administration, planning, budgeting, purchasing, plan reviews, and construction management. Meets with appropriate City staff and regulatory agencies to plan projects, develop scope of work, and long range plans for future projects.

25%

Represents the City in federal, state, and local task forces, committees, boards, and study groups. Prepares strategies, work plans, schedules, and operational procedures to ensure completion of assignments. Provides supervision, training, and review of less experienced engineering staff.

15%

Participates in public relations activities, draft news releases and fliers, conducts public meetings, and provides radio and television interviews. Oversees engineering consultants working on major capital projects, programs, and studies. Prepares program and divisional budgets.



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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: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. 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.
Bachelor's degree requirement waived if PE was obtained via C.R.S. 12-25-114(1)(a).

Experience: Seven years of full-time responsible professional engineering experience in area related to assignment and project management experience including 2 years in a supervisory role.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
Professional Engineer (PE) License in the state of Colorado	Upon hire
Or obtain reciprocity for Professional Engineer (PE) License in the state of Colorado	Within 6 months of hire
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 Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. 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 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

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

Specialized Computer Equipment and Software: Microsoft Office, HEC-HMS, HEC-RAS, EPA SWM, UD-SEWER, StormCAD, and GIS for data collection/access.

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