

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CIVIL ENGINEER III

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform combination of administrative and professional engineering functions pertaining to planning, budgeting, designing, scheduling, constructing and executing capital outlay and public improvement projects. Conducts traffic engineering studies plans; oversees city maintenance projects; and coordinates utility work. Positions in this class hold a Professional Engineer's license and serve as the responsible charge for City engineering projects. Reports to the Assistant City Manager, City Manager or Public Works Director.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Plans, administers the budgets, and executes capital outlay projects. Oversees and coordinates all aspects of assigned projects from plan design, scheduling issuing permits and overseeing and inspecting construction.
- Conducts traffic studies and identifies traffic problems, and recommends and designs traffic control devices or roadway modifications as necessary (ie. traffic lights, signs, etc.).
- Plans and oversees City maintenance projects and activities such as street paving, sidewalk installations, concrete repair and maintenance, etc.
- Coordinates work performed on or around public utilities.
- Interacts with and coordinates project and program activities with other governmental agencies, organizations or consulting firms. Directs the work of engineering consultants.
- Responds to citizen's groups, individuals and organizations through conferences, correspondence, or telephone in order to provide information regarding programs and activities, interpret policies and regulations and to resolve problems or complaints.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the principles and practices of civil engineering; and of the laws, regulations and policies governing the administration of capital improvement projects, and City maintenance projects.
- Thorough knowledge of construction and maintenance methods, materials and equipment used in municipal public works activities.
- General knowledge of municipal policies and practices pertaining to project programming, budgeting, procurement and contracting.

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- General knowledge of the layout and geography of the City.

Physical Requirements:

- Ability to operate a variety of office equipment to include computers, facsimile, and copying machines.

Language Ability & Interpersonal Communications:

- Ability to read, interpret and apply project plans, regulations, laws and ordinances pertaining to civil engineering, capital outlay and municipal maintenance projects.
- Ability to prepare and present reports, materials and analyses of capital outlay plans, projects, schedules and budgets.
- Ability to communicate and effectively work with City officials, consultants, contractors, and the general public regarding capital outlay projects, maintenance projects and traffic engineering studies.

Environmental Adaptability

- Work is typically performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires a bachelor's degree in civil engineering or a related field; and 6 - 9 years of experience performing professional civil engineering and capital outlay project administration work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Licensure as a Professional Engineer; valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.