

CIVIL ENGINEERDuties and Responsibilities

This class of positions encompasses professional civil engineering work of varying degrees of difficulty and responsibility. There are various Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions:

ASSIGNMENT LEVEL I

Under general supervision, performs responsible supervisory work, or difficult and responsible work, in civil engineering, such as the following:

Is section engineer in charge of a major design section, major field engineering section, or the equivalent.

Plans, assigns, and reviews the work of subordinates, prepares progress reports, and may represent an agency in relations with City agencies, contractors and their representatives, damage claimants and their representatives, consultants, and the general public.

Engages in, or supervises the conduct of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency.

Prepares, or supervises the preparation of, the basic design plan, or significant or complex portions of the basic design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations.

Makes interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan as proposed or adopted, and prepares maps, designs, plans, contract and working drawings, contract specifications, and other technical specifications.

Supervises the conduct of field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures, to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations.

Prepares reports on contracts and contract estimates, contract modifications and recommendations of award.

Participates in the development of proposals for major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, or the conduct of surveys, or the construction, operation or maintenance of public works, plants or structures.

CIVIL ENGINEER (Cont'd.)

ASSIGNMENT LEVEL I (Cont'd.)

Participates in engineering investigations of claims for direct or indirect damages.

Supervises the inspection or testing in a laboratory, manufacturer's plant, or on a job site, of equipment and materials to be incorporated in public works, plants or structures.

Supervises the operation and maintenance of public works and the preparation of recommendations for alterations or repairs.

Signs engineering and other official documents.

ASSIGNMENT LEVEL II

Under direction, with great latitude for the exercise of independent judgment or action, performs such highly difficult and responsible work, as an engineering specialist in civil engineering, as the following:

Serves as a consultant on major engineering matters of an agency.

Directs very complex and important research.

Coordinates or supervises multi-disciplined engineering efforts on a major project.

Generates original proposals and reports of a complex nature.

Applies in-depth knowledge of legal matters related to engineering.

Supervises a special and difficult project.

When necessary, performs the duties described under Assignment Level I.

ASSIGNMENT LEVEL III

Under direction, with very great latitude for the exercise of independent judgment or action, performs very highly difficult and responsible work, as an engineering specialist in civil engineering, as the following:

Serves as a consultant on extremely complex and highly specialized engineering matters.

Directs all aspects of research on extremely complex and important engineering projects.

CIVIL ENGINEER (Cont'd.)

ASSIGNMENT LEVEL III (Cont'd.)

Supervises the generation or review of multiple proposals or reports of a complex nature. Reviews such proposals and reports for approval.

Supervises multiple special and difficult projects.

Represents the City and/or the agency on major engineering projects at major decision-making levels.

Supervises a number of lower Assignment Level engineers and other subordinate personnel.

When necessary, performs the duties described under Assignment Level I and II.

Qualification Requirements

A valid New York State Professional Engineer's License and four years of full-time experience in civil engineering. A master's degree in civil engineering or closely related field from an accredited college will be accepted as equivalent to one year of the full-time experience in civil engineering.

Direct Lines of Promotion

From: Assistant Civil Engineer (20210)

To: Administrative
Engineer (10015)