

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Engineer III	Job Code: 2414
Date: November 13, 2017	EEOC Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled civil engineering and project management work as a registered professional engineer.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Engineering Division Director or an assigned supervisor and perform all work under very general direction. This work is distinguished from that of lower-level engineers by its professional engineer certification. It is distinguished from the work of higher-level engineers by its lower level of experience and higher degree of oversight by supervisors. Positions may be assigned to a specific section or area of expertise. *Note: Employees of this class are eligible for advancement to the next level in the career series as directed by policy.*

ESSENTIAL DUTIES: Prepare and oversee the design and construction of major engineering projects in accordance with general engineering principles, City standards, and various codes; assist with selecting consultants and approving their assignments, parameters, and work; create and manage concepts for extensive projects; assign work of subordinate engineers; review complex project plans, building permits, and/or traffic designs; assist in developing and monitoring project budgets, and scheduling and phasing to interface with fiscal abilities and municipal needs; initiate extra work orders for departmental approval; approve reports of work done and project status; approve or prepare complex project documents; monitor and comply with bidding procedures; meet periodically with departmental staff to review project status; manage all major project construction activities.

Represent City on various ad-hoc committees or statutory boards as engineering designate; coordinate with City department officials and other government management personnel; serve on general design and project review committees, and suggest projects for development; develop policies and procedures to manage engineering projects; may attend and represent the City before the Municipal Council, Planning Commission, and the Board of Adjustments, as needed; may meet with the public to explain approval and permitting process, under the direction of the City Engineer; supervise subordinate staff as directed.

May supervise subordinate staff, including scheduling workload; assist in training assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; may conduct performance evaluations and enact discipline if needed; assist with division staffing decisions, including the hiring and firing of personnel; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering or a related engineering field and three (3) years of civil engineering experience **OR** an equivalent combination of job-related education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


License(s)/Certification(s): A valid, lawful Driver's License is required. State Professional Engineer license is required (must be State of Utah within one year). Membership in the APWA, ASCE, NSPE, or an equivalent organization is preferred.

SELECTION FACTORS: *Knowledge of:* current engineering principles and practices as applied to planning and maintenance of roads, bridges, and other projects; the principles and practices of municipal government administration, including departmental policies; related laws, codes, rules, and regulations governing engineering functions; the operations, functions, and terminology common to civil engineering; basic English composition, spelling, and grammar. *Skill in:* interpersonal relations and work management in contacts with representatives of contractors, outside agencies and public officials; computation at level required of a licensed Civil Engineer; using CAD and surveying programs, tools, instruments, and equipment; engineering design; evaluating engineering plans and specifications; practicing trust-building behaviors. *Ability to:* prepare clear, concise, accurate, and informative reports; explain technical and engineering plans to non-technical officials and the public; manage and supervise the activities and programs of assigned personnel; perform complex field analyses; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; develop and maintain effective working relationships with the public, coworkers, and superiors; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively, both orally and in writing.

TOOLS AND EQUIPMENT USED: Computer, calculator, survey equipment, vehicle.

PHYSICAL DEMANDS: Requires moderate physical activity. Required to push, pull or lift medium weights (up to 50 lbs). Uncomfortable working positions such as stooping, crouching and bending. Walking through construction and development projects. Sitting at workstations for long periods.


ENVIRONMENTAL FACTORS: Requires exposure to dust, noise and periodic adverse weather at construction sites. Periodic exposure to high volume traffic areas and heavy construction equipment; frequent exposure to blueprint ammonia. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

11/1/17

Date



Mayor/Chief Administrative Officer

11/13/17

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.