

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Engineer IV	<b>Job Code:</b> 2418
<b>Date:</b> November 13, 2017	<b>EEOC Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is advanced civil engineering and highly complex 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 limited direction. This work is distinguished from that of other professional engineers by its high level of independence, ability to oversee and coordinate highly complex engineering projects, potential supervisory responsibilities over other professional engineers, and broad background in civil engineering. This work is distinguished from an engineering manager classification by its lack of division wide administrative responsibilities. Positions may be assigned to a specific section or area of expertise.

**ESSENTIAL DUTIES:** Prepare and oversee the design and construction of highly complex and major engineering projects in accordance with general engineering principles, City standards, and various codes; manage all major project construction activities; develop policies and procedures to manage projects; hire consultants and approve their assignments, parameters and work; manage and create concepts for extensive projects and assign work of subordinate engineers; review highly complex project plans, traffic designs, and/or building permits and ensure compliance with applicable standards; oversee all aspects of assigned project budgets, and scheduling and phasing to interface with fiscal abilities and municipal needs; approve extra work orders; approve reports of work done and project status; approve or prepare complex project documents; monitor and comply with bidding procedures and meet with staff to review status.

Represent City on various ad-hoc committees or boards; coordinate with City officials and other government management personnel, including the Municipal Council, Planning Commission, and Board of Adjustments; serve on general design and project review committees and suggest projects for development; may meet with the public to explain the approval and permitting process, under the direction of the City Engineer.

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; and perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Civil Engineering or closely related field and three (3) years of experience at the level of a licensed engineer, two (2) years of which must have included large project management and supervision **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 of appointment). Membership in the APWA, ASCE, NSPE, or an equivalent organization is preferred.

**SELECTION FACTORS:** *Knowledge of:* current and advanced engineering principles and practices as applied to planning and maintenance of roads, bridges, and other City 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; advanced engineering computations; using CAD and surveying programs, tools, instruments, and equipment; engineering design and evaluation of highly complex 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; effectively manage and supervise the activities and programs of assigned personnel; perform advanced 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

11/3/17  
\_\_\_\_\_  
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.