

**CIVIL ENGINEER**

**Duties 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.

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CIVIL ENGINEER (continued)Assignment Level I (continued)

- 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 of 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.
- 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.

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CIVIL ENGINEER (continued)

Assignment Level I (continued)

- When assigned in writing, may sign and seal engineering and other official documents.

Assignment Level II

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

- Serves as a consultant on major engineering matters.
- Conducts or directs a significant portion of research on very complex and important engineering projects.
- Prepares original proposals and reports of a complex nature.
- Serves as team leader on a project of great technical complexity or with potential impact on agency engineering operations and/or City infrastructure.
- Signs and seals engineering and other official documents.

When necessary, performs the duties described under Assignment Level I, provided these do not represent the majority of job responsibility over an extended period of time.

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CIVIL ENGINEER (continued)Assignment Level III

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

- Serves as a consultant on extremely complex and highly specialized engineering matters.
- Conducts or directs all aspects of research on extremely complex and important engineering projects.
- Oversees the preparation or review of proposals or reports of a complex nature. Reviews such proposals and reports and recommends appropriate action.
- Coordinates multiple projects of great technical complexity with major potential impact on agency engineering operations and/or the City's infrastructure.
- Presents and defends proposals on major engineering projects to high level agency and/or City officials.
- Signs and seals engineering and other official documents.

When necessary, performs the duties described under Assignment Levels I and II, provided these do not represent the majority of job responsibility over an extended period of time.

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CIVIL ENGINEER (continued)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 from an accredited college will be accepted as equivalent to one year of the full-time experience in civil engineering.

Special Note:

In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

Direct Lines of Promotion

<u>From:</u>	Assistant Civil Engineer (20210)	<u>To:</u>	Administrative Engineer (10015)
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