



CLASS SPECIFICATION

Class Code: 3016
Date Est: 7/73
Last Rev: 8/98
Last Title Chg: 11/82
FLSA: Exempt

CIVIL ENGINEER II

DEFINITION

Under general supervision, performs civil engineering and related assignments that require application of engineering principles, practices and theories; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a closely related field and one year of full-time professional civil engineering experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license.

DISTINGUISHING CHARACTERISTICS

This is the second working level in the Civil Engineer series. Incumbents perform a variety of engineering assignments as well as provide lead direction and work coordination for technical engineering support staff. Civil Engineer II is distinguished from Civil Engineer I in that incumbents perform a broader range of assignments with greater independence and perform lead worker duties. It is distinguished from Registered Engineer in that Registered Engineer is the full journey level requiring registration to practice professional engineering work in the State of Nevada.

SUPERVISION EXERCISED

Serves as lead worker over engineering support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review design and specifications for Public Work Projects such as parks, parking lots, and roads to ensure scope of work is achieved and applicable codes are used.

Review subdivision construction plans, specifications, and roadway construction plans to ensure compliance with tentative map conditions and applicable codes and County standards.

Review field reports and laboratory testing results for soils, concrete, and asphalt for compliance with materials specifications.

Perform final inspection for County acceptance of subdivision improvements.

Perform contract administration for projects including advertising for services, conducting bid openings, and awarding final construction contracts.

Respond to questions from developers, contractors, engineers, and the general public concerning use of right-of-way and drainage easements, construction within floodplains, and subdivision construction.

Perform special projects such as issuing street excavation permits, maintaining street light inventory, and authorizing street light installations.

Maintain files and bond estimates for special use permits related to materials deposits and gold mines.

Conduct field review of pit reclamation for compliance with regulations and conditions of approval.

Check plats, construction drawings, cost estimates, bonds, and improvement agreements to ensure submittals are in accordance with tentative map conditions.

Review reclamation plans and approve lands for aggregate pits in accordance with conditions of approval.

Provide lead direction, training, and work coordination for field inspection staff.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Computer software specific to the department/division.

Ability to:

Provide work direction and coordination for technical support staff.

Perform a variety of difficult and complex engineering assignments with minimal guidance and supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of civil engineering including hydrology, street design, hydraulics, structural, soils, topography, cadastral, and constructions surveying.

Methods and techniques of design, construction, and maintenance of public works.

Soils, asphalt, and concrete properties.

Principles and practices of work coordination.

Ability to:

Perform engineering calculations.

Prepare preliminary designs and interpret construction drawings.

Review construction plans and calculate quantities.

Analyze data, including evaluate job costs, prepare bid specifications, and track expenditures.

Develop and implement recommendations regarding work procedures and cost effective services.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to use calculators, map measuring devices, and office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001