



## JOB DESCRIPTION

---

**JOB TITLE:** Civil Engineer II

**JOB CODE:** 1570

**DEPARTMENT:** Community Development/Engineering

**FLSA STATUS:** Exempt

**REPORTS TO:** County Engineer/Civil Engineer Senior, or III

---

### SUMMARY OF JOB PURPOSE

This position performs professional, civil engineering work under the direction of a senior or county Engineer. Duties generally include implementation of capital improvement projects, the review and administration of development applications, and the performance of other engineering assignments. A Civil Engineer II is expected to perform moderately complex engineering assignments requiring the use of professional judgment and initiative in developing alternatives and feasible solutions to problems.

### ESSENTIAL FUNCTIONS

1. Develops and implements capital improvement projects including Regional Transportation, Erosion Control/Water Quality, Flood Control and Drainage, Water, Wastewater, and Solid Waste/Recycling.
2. Performs the more difficult professional engineering assignments including preparation of capital improvements plans and preliminary and final designs for roadway, drainage, grading, water, wastewater, and solid waste/recycling projects using modern technologies and good engineering practice. Conducts economic, life cycle, and sensitivity analysis of alternatives and designs.
3. Conducts engineering studies, performs engineering analysis, evaluates alternatives, makes recommendations, prepares reports, and makes presentations; prepares and assembles complete construction plans, specifications, contract documents; prepares detailed construction cost estimates.
4. Provides project management services; prepares detailed scope of services/work, develops and monitors schedules and budgets, and monitors performance of subordinate staff and consultants; establishes priorities and adjusts schedules to meet priorities established by County Engineer in consideration of current departmental goals, objectives, priorities, and workload.
5. Performs bid phase services including pre-bid conference, interpretation of plans and specifications, preparation of addenda, analysis of bids, and recommendation of award; interprets and updates local codes, policies and procedures, design and submittal criteria, and applicable standards; coordinates and obtains easements and agency permits; prepares applications and necessary exhibits.
6. Ensures local, state, and Federal regulatory compliance at program and project levels; stays abreast of proposed and current regulations; prepares informational updates to supervisors, commissions, and boards.
7. Coordinates construction phase services including construction administration, testing, and inspection; prepares and administers construction phase documents including progress payments, field changes, and change orders; coordinates inspections and testing and ensures compliance with plans, specifications, and contract documents; provides interpretations as required.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Civil Engineer II

8. Assists subordinate staff in performance of all tasks needed to complete the workload including training, analysis and resolution of design and construction related problems, interpretation and application of general policies and procedures, county code and regulations, design criteria and applicable standards.
9. Implements development application review program including review of development plans, construction plans and specifications, prepares conditions of approval and makes presentations to boards, commissions, and committees; coordinates with outside consultants, towns, agencies, development community, and other stakeholders; prepares detailed studies and reports as requested by the County Engineer.
10. Responds to and resolves citizen inquires and complaints; conducts detailed investigations to determine problem, responsibilities, and feasible solutions; prepares correspondence and coordinates with interested parties; fosters teamwork and corporation with other divisions, departments, agencies, and stakeholders.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Civil Engineering, or other related engineering field, and four (4) years experience in engineering work; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, employees, vendors, and/or boards of commissioners.

#### MATHEMATICAL SKILLS

Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory; work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Civil Engineer II

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of the application of civil engineering principles and practices to the planning, design, construction, operations, and maintenance of the County's infrastructure and capital improvements including transportation, drainage, water, wastewater, erosion control, solid waste/recycling, and building systems; methodologies and procedures for performing complex mathematical preliminary and final engineering design calculations and analysis, development and production of complete preliminary and final technical reports and studies, plans, cost estimates, specifications, and other work products; application of local, state, and federal codes, ordinances, regulations, policies, and guidelines to ensure compliance of County's infrastructure and public works systems and improvements.

Able to originate, prepare, check, and supervise preparation of design computations and calculations, project designs, details, drawings, plans, reports, studies, cost estimates, specifications, related technical writing, and correspondence with minimum supervision; communicate technical and procedural information to engineers, other professionals, consultants, contractors, County staff, general public, boards, commissions and committees, agencies, and other stakeholders; plan, organize, staff, lead, and control self, subordinate staff and project teams for completion of assignments in accordance with approved scope of work, schedules, and budgets; conduct research, compile technical data and prepare complete staff work; interpret plans, details, specifications, and other written and graphical technical communication forms; utilize computer software programs to prepare designs, plans, details, exhibits, graphics, reports, and related correspondence integral to the completion of assignments and production of finished products; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License, with acceptable driving record; Professional Engineering License is required within ten (10) months of employment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

**Civil Engineer II**

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.