

## ENGINEER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is professional and administrative engineering work in directing a major engineering division in a department.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers the programs and activities of an engineering division; formulates and enforces operational policies and procedures; meets with and advises public and private agencies, committees and individuals on engineering policies and programs.

Reviews and evaluates program process; develops budgetary and administrative plans.

Monitors progress of projects or programs through the various stages; recommends or makes modifications in schedule or scope of work projects to ensure fulfillment of statutory requirements and technical objectives.

Represents the department in meetings and conferences with delegated authority to speak and act for the Chief Engineer or department head.

Maintains liaison with other engineering divisions in conceiving, planning and executing projects.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering.

Knowledge of the purpose, organization, policies, rules and regulations, and laws affecting the particular engineering division.

Ability to administer the programs and activities of an engineering division.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

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Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

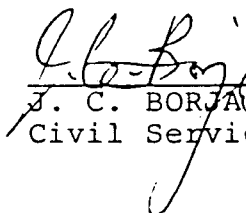
MINIMUM EXPERIENCE AND TRAINING:

- a) Four years of progressively responsible specialized experience in the applicable field of engineering, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in the particular engineering field; or
- b) Two years of progressively responsible specialized experience in the applicable field of engineering, one year of supervisory experience, and current registration as a Professional Engineer by any state or territory of the United States; or
- c) Four years of progressively responsible specialized experience in the applicable field of engineering, one year of supervisory experience and possession of a current Engineer-in-Training (EIT) certificate from any state or territory of the United States; or
- d) Five years of progressively responsible specialized experience in the applicable field of engineering, one year of supervisory experience, and graduation from a recognized college or university with an Associate's degree in engineering; or
- e) Four years of progressively responsible experience in the applicable field of engineering, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's or higher degree in engineering technology, physics, architecture or closely related field.

Amended: April, 1986

PAY RANGE: 46

Pay Grade P Step 1: \$36,850 - Step 10: \$55,274

  
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J. C. BORJA, Executive Director,  
Civil Service Commission