

ASSISTANT ENGINEERING SUPERVISOR

CODES/PAY RANGE

Class Code: 2085

EEO Code: B

Pay Range: 214

MAJOR FUNCTION

Technical supervisory work coordinating the plans, design, and construction of various engineering projects including the five year road program, bike path projects, and site plans for County construction.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Schedules, supervises, and coordinates the engineering design for construction work. Supervises staff of drafting technicians, and engineering assistants; assigns and reviews work.

Coordinates and performs as liaison with outside consultants.

Reviews work performed by consultants. Conducts pre-bid and pre-construction meetings with the contractors.

Assists in preparation of budget.

Prepares technical specifications and contract documents.

Assists Engineering Supervisor and acts on his behalf in his absence.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of engineering design and construction. Knowledge of principles of civil engineering as they pertain to road design and similar public works projects. Knowledge of computerized engineering systems for design projects. Knowledge of technical specifications, proposals, and contract specifications. Knowledge of budget preparation.

Ability to review plans as submitted by subordinates and outside consultants. Ability to

(Assistant Engineering Supervisor continued)

coordinate projects within the design section. Ability to establish effective working relationships with outside consultants and in-house subordinates. Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and four (4) years of complex public works engineering design experience, one (1) year of which is at a supervisory level.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; manual/finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical reports and journals; blueprints, layouts, designs; safety rules, reports, memos, policies, procedures and correspondence. Ability to perform shop math, geometry, and basic mathematical functions. Ability to write letters, memos, reports, summaries relaying clear information, data, details, directions. Ability to speak publicly; conversant in theory and practices of discipline to laymen.

Revised 10/94