



CLASS SPECIFICATION

Class Code: 60003019
Date Established:
Last Reviewed: 12/2022
Last Revised: 12/2022
Last Title Change: 03/2001
FLSA: Exempt
Probation: 12 months

SENIOR LICENSED ENGINEER

DEFINITION

Under general direction, supervises the function, activities, and staff of an engineering section; performs civil engineering and administrative work in a variety of public works projects; participates in the formulation of County policy related to engineering and may represent the County in contract and settlement negotiations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in engineering from an accredited college or university AND six years of full-time professional civil engineering experience in the respective area of assignment including administrative or supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Registration as a Professional Engineer within the State of Nevada or a jurisdiction recognized for purposes of reciprocity by the Nevada State Board of Registered Professional Engineers and Land Surveyors is required at the time of application.

A valid driver's license is required at the time of application.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical support staff.

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

Plan, organize, direct and supervise the engineering and technical activities of an engineering section, including facility planning and design, contract preparation and administration, development and plan review, Geographic Information Systems (GIS), compliance with applicable regulations and standards, operations and maintenance support, construction and inspection support, and emergency preparedness.

Plan, organize and direct the design of a variety of public works projects such as wastewater, potable water distribution systems, culvert and channel design and placement, sewage systems, drainage, road design, and structures, etc.

Plan, organize and direct reviews of developments and plans for commercial, industrial or residential new construction and improvements for compliance with federal, state and county regulatory standards, public health requirements and criteria in such areas as surface runoff, drainage easements, potable water and wastewater systems, and for sewage and well programs and subdivisions.

Plan, organize and direct GIS to compile a comprehensive database of County water, wastewater and other facilities.

Develop and implement goals and objectives and establish policies and procedures for construction, operation and maintenance of systems and projects.

Ensure that no construction permits are issued for projects, which fail to comply with requisite standards, regulations and ordinances.

Follow-up with contractors and design professionals to secure compliance with approved plans and specifications, including monitoring of actual worksites, reviewing construction bonds to ensure adequate funding, and inspections of final projects to ensure that codes and regulations have been followed.

Prepare conveyance instruments for acquisition of right-of-way, easements and other properties for County use.

Analyze proposed public works construction projects and direct the preparation and/or prepare technical and general reports, performance information, calculate time, material and cost estimates and technical information; develop bid packages and specifications.

Develop economic evaluations of assessment districts and assessment distributions to be used by the County and outside contractors.

Provide technical consultation and engineering support for environmental engineers, inspectors, investigators, developers, other governmental agencies and other design and construction professionals.

Answer public inquiries from developers, contractors, engineers, various agencies and the general public on a variety of topics.

Coordinate with state and/or federal agencies on the development, implementation and enforcement of new regulations or the approval of public works projects; coordinate activities with other divisions, governmental entities, contractors and developers.

Coordinate and assist with the development, implementation and evaluation of quality standards and production methods, which promote efficient and cost effective services.

Evaluate operational performance by reviewing work methods and procedures and develop changes in work processes, workflow, and equipment used to promote more efficient operations.

Prepare agenda items for County Commissions, District Board of Health, or meetings of other public agencies or entities; appear before the Boards to answer questions.

Participate in capital improvement planning and evaluation.

Direct and review the use of computer modeling for planning and analysis.

Supervise assigned staff, which includes training, work assignment and review, employee discipline and performance evaluation.

Prepare the budget for the section and assigned utility districts; justify expenditures and monitor the status of designated funding and expenditure during the fiscal year.

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

May represent the County at mediation, settlement, and arbitration proceedings, which includes researching pertinent data, preparing the position of the County and presenting the County's position.

Consult with management to determine impact of proposals or contracts on County operations and develop alternative solutions compatible with operational needs, and present narrative and statistical reports, including recommendations and alternatives to the Board of County Commissioners, the County Manager and the Assistant County Manager if requested.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Departmental/division policies and procedures.

Countywide personnel policies.

Regulations, statutes, policies, codes and standards applicable to assigned area of engineering.

Computer software specific to the department/division.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct the operation of a variety of engineering functions, projects, and services, as well as monitor and coordinate engineering projects, to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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.

Principles of management and supervision.

Modern methods and techniques (including computer literacy) as applied to design, construction, and maintenance of public works, commercial, industrial, and residential construction projects.

Engineering economics and cost estimating techniques.

Contract administration.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Calculate time, material, cost estimates and economic evaluations of engineering projects.

Adapt approved engineering methods and standards to the design and construction of a variety of public works projects.

Perform technical research work and to give accurate advice on the resolution of engineering problems as they relate to compliance with regulatory standards and criteria.

Analyze data, prepare bid specifications and track expenditures.

Interpret, draft and apply legal documents, complex laws or codes, regulations, policies and procedures.

Communicate effectively, both orally and in writing, and make effective presentations to staff, the public, other professionals and representatives of government agencies.

Maintain effective working relationships with staff, design professionals, contractors, government staff, elected officials and the general public.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use blueprint machine, engineering calculator, planimeter, and office equipment such as computer, 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.