

PUBLIC WORKS CIVIL ENGINEERING SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for supervision and participation in the work of either Design and Development or Project Control Engineering Sections of the Public Works Department. Incumbents work independently on projects distributed under the general direction of the Director of Public Works and have supervisory responsibilities for professional engineers, engineering interns and technicians.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

In Project Control Section, prepares and supervises preparation of design, specifications, bid packages, as well as monitoring construction inspection, contract payment authorization, change orders, final acceptance and related matters for large street, bridge and drainage projects. Reports, updates and briefs elected officials, citizens and management. Resolves problems as necessary, personally manages most complex projects. Works closely with consultants, LADOTD and FHWA. Supervises and Coordinates the survey crews. In Design and Development Section, performs and supervises review of commercial and residential development plans for compliance with applicable codes, regulations and ordinances, including storm water retention / detention; advises developers on alternatives, resolves problems and informs elected officials, management and property owners as requested. Prepares design, specifications and construction project administration for road, street, drainage and side walk construction projects done by public works employees (in-house), or bid. Supervises and provides engineering support to other City / Parish departments on all matters other than Utility services; prepares standard construction plans and specifications for commonly needed facilities. Interviews, trains and evaluates performance of employees.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of civil engineering and municipal street, drainage, building and related construction methods and materials.

Thorough knowledge of local, state and federal regulatory requirements pertaining to municipal street, bridge, drainage and related projects, as well as residential and commercial development.

Knowledge of local, state and federal laws as related to contracts, contract administration, change orders and payments.

Knowledge of the approved budgetary, funding and payment processes as related to municipal public works construction.

Ability to accurately compute and project costs, volume, amounts, time requirements and related matters under distracting conditions.

Ability to communicate clearly and concisely, verbally and orally.

Ability to use personal computer equipment in the work environment quickly and efficiently.

Ability to form and maintain productive working relationships with management, contractors, elected officials, employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate Degree in Civil Engineering from an accredited university and substantial, progressively responsible, experience in municipal public works engineering, or an equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENT

Registration as a Professional Engineer in the State of Louisiana, or if registered in a state with comity recognition, must acquire Louisiana license within six months of appointment.