

CIVIL ENGINEERING SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for supervision and participation in the work of either Capital Improvements or Engineering division of the Capital Improvements or Drainage Departments. Incumbents work independently on projects distributed under the general direction of the Director of Drainage or Director of Capital Improvements, depending on area of assignment 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 Capital Improvements, 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, LDEQ, EPA, State Funding Agencies, LADOTD and FHWA. Supervises and coordinates the duties of the Department's survey crew and staff members under my supervision. Supervises and provides guidance and assistance to staff project managers. Assists in drafting professional service and construction contracts. Assists the Director in outlining annual budget requests and planning of new projects for the Department. Assists in providing documents and technical guidance for grant applications. Provides guidance for Right of Way and Easement acquisitions as well as utility relocations necessary to construct capital improvement projects. Manages the support of PARCS, Police, and Fire projects.

In Engineering division, reports and supervises review of commercial and residential development plans for compliance with applicable codes, regulations and ordinances, including storm water retention / detention and sediment runoff/stabilization; advises developers on alternatives, resolves problems and informs elected officials, management and property owners as requested. Prepares design, specifications and construction project administration, drainage construction projects done by Drainage employees (in-house), or bid. Supervises and provides engineering support to other City / Parish departments on all matters concerning drainage and associated regulations; prepares standard construction plans and specifications for commonly needed facilities; creates and updates all stormwater/drainage related plans, manages LCG's home elevation/buyout program, drainage related grants, evaluates proposed (capital and maintenance) projects for effectiveness, manages the drainage capital and channel maintenance budgets, recommend betterments for drainage improvements through the development process, manages the CRS program and all floodplain/FEMA related activities/permits, and portions of LCG's MS4 permit.

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.