

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineering Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Engineering	C52	Exempt

CLASS SUMMARY:

This class is the fifth level in the Engineering series. Incumbents plan, direct and oversee the activities of an assigned area within the Engineering department. Responsibilities include: supervising technical support staff; managing studies and projects; performing plan reviews; analyzing new technologies and systems; overseeing compliance with applicable codes, regulations, and standards; develop long and short-term goals; and managing assigned budget.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%
Plans, directs, oversees, and coordinates the operational activities of the assigned area. Provides guidance and support related to complex technical projects and studies and recommends implementation methods and solutions.	Daily 25%
Reviews design plans and applications for proposed development or improvement projects. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. May prepare scope of work design documents, specifications, and agendas. Reviews and approves plan specifications and may develop contract documents.	Daily 20%
Manages projects and systems, work processes and compliance. Monitors project completion status, and approves project deliverables. Provides customer service and communication of problem resolution for complex issues.	Daily 10%
Assists in developing and implementing long and short term plans, goals, and objectives for the area of assignment. Reviews and reports on achievement of goals and objectives. Develops, implements and administers policies and	Weekly 10%

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procedures.	
Develops assigned budget, reviews and submits funding requests and monitors expenditures to ensure compliance with approved budget.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Capital Improvement Projects** may be responsible for:

- Overseeing the planning, scheduling, budgeting, design and construction of Capital Improvement Projects;
- Managing and facilitating the annual update of the Town’s Capital Improvement Plan;
- Providing communication of project related information with local and other government officials, management, staff, contractors and the general public.

Positions assigned to **Traffic Engineering and Operations** may be responsible for:

- Managing the traffic operations program by overseeing traffic and signal timing studies, traffic operations projects, and the review and implementation of the traffic management system plan and related technologies;
- Reviewing and evaluating construction design plans and ensuring the traffic network and proposed construction is in compliance with accepted standards, regulations and engineering principles;
- Prioritizing traffic engineering project needs and developing funding requests.

TRAINING AND EXPERIENCE:

Bachelor’s Degree in Civil Engineering and seven years of related experience within a municipal agency; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver’s License.

Depending on area of assignment, requires:

- Professional Engineer (P.E.) Licensure.

TOWN OF GILBERT CLASS SPECIFICATION Engineering Supervisor

KNOWLEDGE OF:

- Supervisory principles, practices and techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Engineering, design and construction principles and methods;
- Project management principles and practices;
- Contract administration principles and practices;
- Advanced mathematical concepts;
- Modern office equipment.

SKILL AND KEY COMPETENCIES IN:

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Performing advanced mathematical calculations;
- Performing design analysis and technical review;
- Managing engineering projects;
- Providing leadership;
- Developing and administering budgets;
- Reading and comprehending complex technical materials;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, extreme temperatures, inadequate lighting, and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Assistant Town Engineer – C52
Town Traffic Engineer – C52

**TOWN OF GILBERT
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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

Date: (05/20)