

NEW CASTLE COUNTY GOVERNMENT

Number 0662

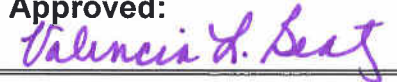
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CLASS SPECIFICATION

Date 07/24/12

Title: CIVIL ENGINEER II

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional engineering work of an administrative and technical nature in the accomplishment of difficult and advanced civil engineering work in the office and field; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies mid-management capabilities and professional engineering knowledge and skills to design, plan review, construction, project management, operation, and maintenance/repair of civil engineering projects with emphasis on sanitary sewers and sanitary sewer related projects, erosion and sediment control, stormwater management facilities and related projects. Duties may include the direction and coordination of the activities of subordinate professional, technical and clerical assistants. Work is performed under the general direction of a chief of a section. Assignments are usually broad in scope with opportunity for the use of independent professional judgment.

EXAMPLES OF WORK: (Illustrative only)

- Directs the activities of subordinate engineers, drafting technicians, survey party supervisors, right-of-way agents, and other lower level supervisors in the management and execution of capital and related engineering projects;
- Plans and supervises the preparation of contract documents for County projects designed in-house and by consultants;
- Meets with affected citizens, civic associations, elected officials and others as required;
- Assists in the preparation of the annual operating budget request and provides input on the preparation of the annual capital budget;
- Reviews field inspection reports and checks estimates and quantities;
- Investigates complaints related to sewers, drainage, stormwater management and erosion/sediment control and recommends remedial action;
- Provides review of reports and field inspection, supervises survey, maintenance, condition assessment and inspection work;
- Reviews proposed site development, stormwater management, erosion/sediment control, and sanitary sewage construction plans submitted by the private sector for development;
- Reviews applications for development in the floodplain and prepares comments;
- Provides professional engineering consultation and advice to officials of other County departments;
- Performs a wide variety of civil engineering duties of the same or higher level of responsibility;

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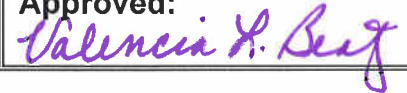
CLASS SPECIFICATION

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Date 07/24/12

Title: CIVIL ENGINEER II

Approved:



- Performs hydrologic and hydraulic modeling to determine capacity and wet-weather effects on sanitary sewer and stormwater systems and facilities;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications and construction for sewerage, erosion and sediment control, and stormwater management; thorough knowledge of construction materials and methods and approved standards of safety as related to structural designs and specifications; some knowledge of computer software applications for drafting, and hydraulic modeling for sanitary sewer design and stormwater management; ability to plan, lay out and direct work of subordinates; ability to plan projects and prepare related designs, estimates and specifications; ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to maintain effective working relationships with others; good professional engineering judgment; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree from an ABET (Accreditation Board for Engineering and Technology) accredited engineering school with major work in civil engineering and a minimum of three (3) years of progressively experience associated with civil engineering projects.

ADDITIONAL REQUIREMENTS: Registration as a professional engineer in the State of Delaware. Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 06/05/89
Revised: 01/02/91
Revised: 09/10/91
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01
Revised: 07/24/12