



# CIVIL ENGINEER III

## JOB DESCRIPTION

<b>Department:</b>	Public Works	<b>Division:</b>	Engineering
<b>Work Location:</b>	Urbana Public Works Department	<b>Percent Time:</b>	100%
<b>Job Type:</b>	Civil Service	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	City Engineer	<b>Union:</b>	Non-Union

### JOB SUMMARY:

This position is responsible for performing highly complex professional civil engineering projects, project management and coordination of a variety of public works and transportation projects which require significant administrative, analytical and technical skills acquired by advanced professional training and experience. Incumbents of this classification are expected to have a breadth of knowledge and experience to successfully manage complex projects with considerable independence. Incumbents are responsible for designing improvements, preparing construction plans, and administering bid process for public infrastructure and special funds projects; acquiring field data; researching property histories and old project plans; ensuring that work performed and materials used by divisional staff and contractors comply with safety, engineering, and City standards; supervising and evaluating permanent and part-time staff.

#### *Defining Characteristics of the Class*

An employee within this class is a fully competent Civil Engineer in all conventional aspects of the subject matter of the functional area of the assignments, who plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. The employee devises new approaches to problems encountered. This position requires sufficient professional experience to assure competence as an engineering supervisor, a program manager, and a licensed professional engineer. The employee serves as a project and team leader in the field and office. Those in this position display leadership in the area of executing the City's mission in a manner that is consistent with the mission and values of the City of Urbana and the Public Works Department. The employee serves as a liaison between individuals and units within or outside his/her organization with responsibility

for acting independently on technical matters pertaining to this field. Work at this level usually requires extensive progressive experience.

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ESSENTIAL FUNCTIONS:

- Supervises the implementation of the design and construction of special fund projects; coordinates the acquisition of field data; acquires right-of-way and easements; researches property histories and old project plans; designs improvements; implements bid process; computes quantities built and prepares pay estimates; supervises drafting of as-built quantities and field changes;
- Plans, delegates, assigns, and evaluates the work of Civil Engineers, Engineering Technicians, and part-time personnel;
- Reviews performance appraisals for Civil Engineers and Engineering Technicians to monitor overall performance levels;
- Provides input for long range planning to establish future equipment and manpower needs;
- Supervises and manages project engineering consultants; prepares and manages timetable activities; coordinates the design and preparation of construction plans and specifications;
- Provides technical support for projects to various City departments; plans, coordinates, and leads project related public meetings; presents project material and information at committee and City Council meetings;
- Reviews project documentation and reports prepared by divisional staff for accuracy and completeness;
- Develops and recommends standard operating procedures utilized by the Division;
- Monitors operations and activities in the field to help assure standard operating procedures are followed and performance standards are met;
- Manages pay item bid-price data; determines estimated prices to be used by Civil Engineers in contract estimating and long-range planning;
- Maintains files of bidding proposals, correspondence, documentation, and payments on projects for Division;
- Assists in the management of activities relating to construction of new and replacement municipal infrastructure such as sanitary and storm sewers, streets, streets sidewalks, bridges, and street lights;
- Maintains effective relations with governmental officials, community leaders, citizens, Illinois Department of Transportation (IDOT), Illinois Environmental Protection Agency, Village of

Savoy, City of Champaign, University of Illinois, Champaign County, adjacent rural townships, the Urbana Park District, Urbana School District 116, Illinois American Water, Ameren, various communication utility companies, engineering consultants, citizens, contractors, and other City departments;

- Handles requests for information, service or complaints over the phone, via electronic or regular mail and in person, or makes referrals to appropriate staff in a concerned manner that reflects an effort to be helpful while at the same time acting responsibly on behalf of the City of Urbana; all calls are promptly returned;
- Supervises and evaluates Civil Engineers and Engineering Technicians, interns, and part-time personnel as delegated by the City Engineer and/or Assistant City Engineer;
- Assists with managing and administering the Division's budget;
- Designs improvements, prepares construction plans, and administers bid processes;
- Ensures that work performed and materials used by divisional staff and contractors comply with safety, engineering, and City standards;
- Administers and manages of activities relating to the construction of new and replacement municipal infrastructure such as sanitary and storm sewers, streets, sidewalks, bridges, and street lights;
- Management of Engineering Division in the absence of City Engineer and Assistant City Engineer;
- Serves as the Public Works Department/Engineering representative on special intergovernmental and interagency committees; and
- Performs other related duties as assigned.

## **JOB REQUIREMENTS**

In addition to the qualifications for Civil Engineer II:

### **EDUCATION & EXPERIENCE:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Bachelor of Science degree in Civil Engineering or related engineering field from an Accreditation Board for Technology, Inc. (ABET)/Engineering Accreditation Commission (EAC) accredited program.
- A minimum of eight (8) years of experience in professional engineering including the management of capital improvement projects with three (3) years of supervisory experience;
- A Master's Degree in Civil Engineering, Public Administration, or Business Administration is preferred and may substitute for one (1) year of experience.

**PREFERENCES:**

- Previous experience in municipal engineering. Experience in a non-governmental engineering organization.
- Experience in budget development and management and managing public works activities in a team-oriented organization.

**LICENSES AND CERTIFICATIONS:**

- Active Illinois Professional Engineer (P.E.) license or active registration in another state with the ability to reciprocate to Illinois within six months of beginning employment is required.
- Possess or obtain a valid State of Illinois Class D driver's license within fifteen (15) days of employment.

**SKILLS:**

- Advanced proficiency level utilizing Microsoft Office applications including Word, Excel, Access, PowerPoint, and Outlook; AutoCAD or Microstation; and the Internet
- Knowledgeable with ArcGIS software.

**KNOWLEDGE OF:**

- Knowledge of investigation, design, construction, and documentation phases of engineering projects;
- Demonstrated ability to apply principles and practices of civil engineering toward the completion of projects;
- Knowledge of investigation, survey, design, drafting, construction, inspection, and documentation phases of engineering projects;
- Extensive knowledge of principles and practices of civil engineering or related fields; and
- Knowledge of the use of field survey instruments and knowledge of operation of construction machinery.

**ABILITY TO:**

- Plan and supervise work of Civil Engineers and Engineering Technicians and part-time personnel; and
- Prepare technical reports and present recommendations orally and in writing.

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CONTACTS: INTERNAL/EXTERNAL

- Daily contact with other divisions;
- Weekly contact with other departments;
- Frequent contact with utilities, other businesses, and government agencies;
- Daily contact with contractors during construction; and
- Daily contact with general public.

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**SUPPLEMENTAL INFORMATION:**

**WORKING ENVIRONMENT:**

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work will occur in an office and field environment. Incumbents may be subjected to dusts, fumes, extreme temperatures, inadequate lighting, and intense noises. Typical work schedule: Monday - Friday, 8:00 a.m. - 5:00 p.m. with flexibility depending upon the needs of the department. May be required to work in excess of 40 hours a week and/or work irregular hours, particularly during construction projects or emergency situations.

**PHYSICAL REQUIREMENTS:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit for extended periods, frequently stand and walk;
- Have manual dexterity and eye-hand coordination needed to use a variety of office equipment such as computers, telephones, calculators, copiers, and topographic surveying equipment;
- Have corrected vision in order to review plans and specifications and perform other essential functions of the job; and
- Occasionally walk on uneven terrain at construction sites, etc.

**VISION AND HEARING**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress. Ability to hear in the normal audio range with or without correction.

Equivalent American Society of Civil Engineers (ASCE) Grade: V

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **Class Specification History**

Revised definition, minimum qualifications, and add distinguishing characteristics: 12/10/2014.

Revised definition, minimum qualifications, and add distinguishing characteristics: 09/03/2014.

General revision: 08/31/2022.

*For HR/Finance Use*

<b>Title Code</b>	<b>Pay Grade</b>
109	
<b>EEO Category</b>	
2- Professionals	