



OFFICE ENGINEER

DEFINITION

Under direction, plans, coordinates, exercises limited supervision coordinating staff projects and programs as assigned, including recommending, monitoring, coordinating, and evaluating projects and programs; performs a variety of less complex engineering work and project management work ranging from routine to challenging that does not require a Registered Professional Civil Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May coordinate engineering projects, programs, functions, or a work unit. May exercise direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a lead position that may exercise supervision during a specific project or program period that requires responsibility for a small unit to coordinate the project or program activities. Functioning first as a project engineer or acting in a staff engineering capacity assisting in determining and fulfilling program and project responsibilities of the department. Supervision over a small unit consisting of Assistant Civil Engineers, professional, technical, and support staff may be required in this class, but assignments can be of a specialized and responsible function that does not require supervision of others. This position is distinguished from the Associate in Civil Engineering, which is a Registered Professional Civil Engineer class that leads and trains professional engineering staff. It is further distinguished from the Sr. Civil Engineer, which is characterized by direct supervision of Registered Professional Civil Engineers.

Examples of Duties (Illustrative Only)

- Plans, organizes, coordinates, reviews, and supervises the work of professional, technical, and office support staff.
- Recommends staff selection; evaluates work performance; provides for staff development and training; counsels employees and implements discipline as necessary.
- Provides technical direction or may act as a lead worker or supervisor over technical, administrative, and paraprofessional engineering personnel
- Continuously monitors and evaluates projects and programs to study the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies and recommends opportunities for improvement; implements approved changes.
- Consults with supervisors and management on projects or programs; analyzes the project or program requirements, goals, and objectives; recommends project or program goals and contributes to, or develops, proposed solutions; prepares a variety of project documents; confers with stakeholders to obtain feedback; refines documents through the project process.
- Performs drafting, computing, and checking of field operations as related to the layout and construction of highways, airports, water, and wastewater treatment, drainage, and water systems and structures, buildings, curbs, gutters, subdivisions, bridges, traffic control systems, and other public utilities.
- Acts as a project manager for specific projects or programs under contract, such as roads, bridges, sanitary, drainage and water systems, buildings, traffic control systems, airports, and other structures.
- Writes engineering specifications for proposed projects.

- Prepares reports regarding such projects planned or under construction.
- Performs quality assurance on plans and specifications before they are publicly published for bidding
- Plans, coordinates, and performs all work associated with advertising projects for public bidding and awarding projects to successful bidders
- Plans, coordinates, and performs work associated with the Caltrans Disadvantaged Business Enterprise program
- Other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Performing supervisory duties such as signing timesheets, approving leave, evaluating performance, proposing disciplinary actions, interviewing applicants and recommending selections, ensuring employees receive the appropriate training, conducting meetings with employees, etc.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Reviewing plans and inspecting or initiating inspection of construction projects to determine conformance with standards and specifications.
- Routine engineering analyses and reports on engineering and budgetary problems.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Ability to:

- Serve in a basic project or program lead capacity on engineering projects or programs.
- Select, supervise, train, and evaluate staff.
- Analyze and evaluate engineering and statistical data and information, developing sound recommendations.
- Plan and assign work; reviews engineering projects completed or in progress.
- Write reports and estimates in connection with assigned engineering projects.
- Make preliminary designs and estimates for determining budgetary needs for construction projects and programs.
- Monitor the development of maps and plans, and completed projects.
- Meet with other departments and agencies regarding plans, problems, and joint projects.
- Develop and coordinate a variety of assigned projects or programs.
- Provide training or advice to other engineering staff.
- Prepare comprehensive and concise engineering reports.
- Perform a variety of project or program administration functions, ensuring compliance with plans and specifications.
- Make accurate records, sketches, and notes.
- Use a computer and computer applications in the performance of engineering work.
- Exercise independent judgment and initiative in daily work situations.
- Prepare records and reports.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities are qualifying; however, education may not solely substitute for the required experience.

Equivalent to graduation from a four-year college or university with major coursework or a curriculum in civil engineering.

AND

Two (2) years of full-time civil engineering work experience. This experience must include planning, coordinating, and evaluating engineering projects or programs.

Other Requirements:

Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability to work in an office setting with occasional trips in the field; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hearing in the normal audio range with or without correction. Constant sitting. Frequent repetitive use of the hands and fine manipulation; use of keyboard and mouse. Occasional standing, walking, climbing, and squatting; bending and twisting at the neck and waist; reaching above and below shoulder level and simple grasping; lifting or carrying up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed indoors in an office environment with rare trips in the field in various weather conditions, occasionally exposed to fumes, dust, and noise levels associated with construction equipment.

HISTORY

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