



# Civil Engineer II

Job Specification  
Classification: Competitive  
Series: Engineering  
Level: 2 of 3

**DISTINGUISHING FEATURES OF THE CLASS:** This is the second level of the Engineering series. Under general supervision of the City Engineer, the incumbent is responsible for designing and supervising capital, stormwater, bridge, road, , municipal construction projects and junior level engineering staff. Responsibilities also include estimating costs, personnel and material requirements; preparing proposals; representing the City on planning and review boards; approving maps and surveys; preparing necessary reports; performing project management and regulatory oversight. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Prepares designs and stamps plans for City-wide projects in compliance with general engineering principles and City standards.
- Performs field work, topographical surveys, and legal research on projects to establish boundaries, rights-of-way, and easements, as well as determine layout of streets and grades; plots all information available to make final professional recommendation for selecting site locations.
- Designs, reviews and monitors projects to ensure compliance with applicable federal, state, and local laws, rules, practices, policies, and regulations; conducts field inspections of sites for conformation with plans and specifications.
- Coordinates and supervises design development and construction of projects, including approval of designs and plans, and oversight of project budgets, for utility, building, HVAC, bridge projects and others.
- Prepares a variety of records and reports related to project completion such as recording affidavits, writing and recording of legal descriptions, and approval of final mapping.
- As directed, represents the department at meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies engineering activities; as required, makes presentations at public meetings and City Council meetings.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Civil engineering principles, practices, and standards;
- Surveying practices and principles;
- Engineering, drafting, and estimating terminology, methods, practices, and techniques;
- Construction materials and calculations for total usage in assigned projects;
- Advanced mathematical principles;
- Project management and coordination principles;
- Applicable federal, state, and local laws, rules, and regulations governing Municipal Separate Storm Sewer System, American with Disabilities Act, etc.
- Computer applications, Internet and GIS technology;
- Public relations principles.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to:

- Provide technical training and supervision to junior level engineering staff;
- Maintain a working knowledge of legal, technical, and construction standards and procedures;
- Ensure project compliance with diverse and complex regulations, standards, and procedures;
- Present proposals and recommendations clearly and logically in public meetings;
- Use a computer and related software applications, including AutoCAD Civil 3D;
- Interpret and apply applicable laws, rules, and regulations;
- Read and interpret plans, specifications, and blueprints;
- Organize, evaluate, and comprehend technical data;
- Analyze problems during design and construction process and make appropriate recommendations;
- Prepare construction related drawings;
- Develop and review engineering plans and specifications;
- Coordinate activities between multiple parties;
- Prioritize work, multi-task, and work independently and as part of a team;
- Prepare estimates of various construction projects;
- Develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Civil Engineering or closely related engineering field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents with an Associate's degree in Civil Engineering or closely related field.

**DRIVER'S LICENSE REQUIREMENT-** Must possess and maintain a valid NYS Driver's License.

**SPECIAL NECESSARY REQUIREMENT:** Any employee hired to this position must obtain PE certification within five (5) years of appointment. The City Manager has the purview/option to waive the PE requirement for the selected individual based upon the demonstrated level of experience.

**Classification history:**

Revised: 7/17/2007; 5/20/2008; 3/20/2012; 6/21/2016; 7/19/2016; 2/21/2023