



Lake County Engineering Supervisor

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	3	Exempt

NATURE OF WORK

The third-level in the Engineering Series, serving as chief assistant to the County Highway Engineer, is responsible for the supervision of Highway Department technical functions. Responsibilities may include coordinating engineering operations with other departments, agencies, and the public; supervising staff; implementing the annual bridge inspection program; responding to requests and inquiries from citizens and colleagues regarding Highway Department issues; and assisting with the implementation of policies, procedures, and regulations affecting department operations.

The Engineering Supervisor is distinguished from the Senior Engineering Technician level, in that the former performs supervisory work requiring knowledge of multiple disciplines and management skills.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Supervises staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; providing guidance; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%	C4
2.	Manages the activities of assigned program, which includes developing, planning, coordinating, administering, and evaluating program, projects, processes, procedures, and standards; monitors compliance with federal, state, and local laws, regulations, and standards.	Daily 30%	C4
3.	Collaborates and coordinates programs and services with other departments and agencies within and outside the County and provides customer service in response to requests, inquiries, complaints, and compliments on department matters.	Daily 30%	C4
4.	Monitors and maintains project schedules and budgets; prepares contract documents and cost estimates; monitors and controls quality standards; and reviews plans, specifications, and bidding documents.	Weekly 20%	C4
5.	Prepares and supervises the preparation of program reports and correspondence in accordance with federal, state, and local laws, regulations, and standards.	Monthly 10%	C4
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.



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LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature and incumbents have latitude to determine the methods used to resolve assigned cases.

DIRECTION RECEIVED

Works under general supervision but is provided with clear objectives and standards to coordinate specific areas within assigned programs. This level has increased responsibility to coordinate processes.

DIRECTION PROVIDED

Incumbents may supervise and assign/delegate work assignments to support staff; may troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in civil engineering and three years related experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Valid driver's license

KNOWLEDGE REQUIREMENTS

- Supervisory principles;
- Civil engineering, surveying, and bridge inspection principles and procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Recordkeeping principles;
- Cost estimating methods;
- Hazards and safety precautions relating to motorized equipment, road construction and maintenance activities;
- Computers and related software applications and surveying equipment.

SKILL REQUIREMENTS

- Delegating and prioritizing work;
- Monitoring and evaluating employees;
- Interpreting and applying applicable laws, rules, and regulations;
- Engineering, surveying, and bridge inspection methods and practices;
- Reading and comprehending manuals, specifications, plans, and permits;
- Preparing and maintaining reports and records;
- Managing programs or projects;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.



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PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

DATE	COMMENT
March, 2018	Draft prepared by GBS (GM)

NOTE

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