

**POSITION:** Civil Engineer III  
**GRADE:** 11N  
**CODE:**

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**FLSA:** Exempt  
**DATE:** 3/07

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**POSITION SUMMARY:** Serves as a project manager for Department of Public Works Capital Improvement Program projects for the construction, renovation, repair, and upgrade of complex civil engineering projects such as roads, bridges, solid waste, water, wastewater, and stormwater infrastructure and facilities. Provides technical guidance to more junior engineers in resolving project-related issues as they arise. Performs other duties as assigned.

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**ESSENTIAL FUNCTIONS:**

1. Manages assigned Department of Public Works Capital Improvement Program (CIP) projects to ensure they are successfully completed in accordance with established cost, quality, and schedule parameters;
  2. Develops the scope and design criteria for assigned CIP projects;
  3. Prepares requests for proposals for professional services. Serves as a member of Source Selection Panels responsible for reviewing proposals and bids from construction contractors and/or professional service providers and making recommendations regarding which to select;
  4. Manages Architect-Engineer firms and other consultants in the preparation of studies, designs, and other work products in support of assigned projects. Reviews the work of such consultants to ensure compliance with design criteria and contract terms;
  5. Prepares and manages project budgets for assigned projects. Prepares cost estimates and/or reviews and approves cost estimates prepared by other staff or consultants;
  6. Establishes and maintains schedules for assigned projects;
  7. Provides construction management of CIP and other assigned projects. Attempts to resolve engineering, administrative and field construction problems and disputes as they arise. Provides technical guidance to more junior engineers in resolving project-related issues;
  8. Performs engineering and design for in-house projects;
  9. Represents the County to other government agencies and the public during various meetings and other forums. Makes presentations to community and other groups;
  10. Responds to complaints and inquiries regarding assigned projects and resolves them to the maximum extent possible. Responds to media inquiries pertaining to assigned projects;
  11. Establishes and maintains effective working relationships with other agencies and stakeholders;
  12. Performs other duties as instructed and assigned.
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Advanced knowledge of the principles and practices of civil engineering, including the planning, engineering, design, contracting and construction of large-scale public works engineering projects and systems such as roads, bridges, solid waste, stormwater, water and wastewater infrastructure and facilities;
2. Working knowledge of engineering computer applications and programs such as Computer Aided Drafting and Design (CADD) and Geographic Information Systems (GIS).

3. Ability to initiate, coordinate, and direct multiple, concurrent large-scale public works engineering and construction projects. Ability to exercise a high degree of independent judgment in managing assigned projects;
  4. Ability to prepare and/or review cost estimates and to develop and manage project budgets;
  5. Ability to develop and manage project schedules;
  6. Ability to procure and manage professional services and construction contracts;
  7. Ability to perform engineering and design and to review engineering and design performed by more junior engineers and/or consulting Architect-Engineer firms on a variety of civil engineering projects;
  8. Ability to investigate and analyze complex engineering issues and to use engineering, scientific, economic and other data in formulating recommended solutions;
  9. Ability to communicate ideas effectively, both orally and in writing. Ability to prepare accurate and effective written reports. Ability to speak to community and other groups regarding assigned projects and address issues of concern;
  10. Ability to establish and maintain effective working relationships and to work as a member of a team.
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#### **EDUCATION AND EXPERIENCE:**

1. Possession of a Bachelor of Science in civil engineering or closely related field from an accredited college or university; Master's degree preferred;
  2. Possession of 10 or more years of experience in the planning, engineering, design, contracting and construction of large scale public works engineering projects and systems such as roads, bridges, solid waste, stormwater, water, and wastewater infrastructure and facilities;
  3. Possession of a Maryland Professional Engineer's license or the ability to obtain within one year;
  4. Possession of a valid Class "C" non-commercial driver's license.
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#### **Physical and Environmental Conditions:**

1. The work requires occasional moderately strenuous effort such as the lifting and handling of moderately heavy boxes, tools, test equipment, or other materials; walking/climbing around construction sites, bridges or other structures for the purpose of conducting engineering assessments, investigations, and inspections; sitting/standing in a fixed position for extended periods of time.
  2. The work environment involves moderate risk with exposure to potentially dangerous conditions such as those typically found on construction sites. The conditions require a range of safety precautions and may result in exposure to inclement weather.
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Note: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.