



# CITY OF ALACHUA

## *JOB DESCRIPTION*

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### ENGINEERING SUPERVISOR

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**DEPARTMENT:** Public Services: Engineering Division

**REPORTS TO:** Public Services Director

**SUPERVISES:** Lead Engineering Technician, Engineering Technician, Public Services Technician, Utility Line Locator and Warehouse Coordinator

**FLSA:** Exempt

**GENERAL DESCRIPTION:**

Professional technical engineering and supervisory work in the areas of public works and public utilities requiring application of standard engineering principles and procedures. Work is performed under the general supervision of the Public Services Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises all Engineering division functions and employees.
2. Oversees and participates in planning, scheduling, conducting, and coordinating major engineering projects.
3. Assists Public Works Director in collecting, evaluating, and interpreting data for engineering projects.
4. Oversees and participates in design, preparation, and review of plans, specifications and detailed costs estimated for changes, additions, and deletions for all engineering projects in Public Services department.
5. Verifies inspections of construction work are completed to ensure compliance with plans and specifications.
6. Prepares engineering analyses and prepares specifications, process studies, research investigations and reports.
7. Performs complex engineering work requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks.
8. Exercises judgment in decision making related to selection of engineering alternatives, techniques, procedures, and criteria.
9. Prepares short and long-range master plan studies.
10. Prepares data, reports and cost estimates to assist with departmental budget requests.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS**

Ability to operate computers and possesses proficient knowledge of software utilized in the engineering discipline as required by department. Thorough knowledge of engineering principles, procedures, and practices applied in planning, location, design, construction, and operation in assigned area. Knowledge of the occupational hazards and standard safety precautions of the work. Ability to accurately read and interpret record drawings, construction drawings and key maps of underground utilities systems. Ability to understand and carry out written and oral instructions. Ability to write effective letters, reports, and responses to regulatory agencies. Ability to establish effective working relationships with employees and the public. Ability to prepare reports and keep records. Requires the ability to respond to call-out during non-working hours in the event of emergency. May be required to work in difficult and strenuous environments due to nature of constructing and operating underground utilities

systems. Ability to lead and effectively manage subordinates.

**EDUCATION AND EXPERIENCE**

Bachelor of Science degree in Civil Engineering from an Accreditation Board for Engineering and Technology (ABET) accredited educational institution. Five (5) years of experience in the area of assigned engineering responsibility. Two (2) years of supervisory experience in engineering function. Appropriate co-op time and /or an advanced degree in engineering or related field.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Valid State of Florida Engineer-in Training certificate required. Professional Engineer license preferred. Valid State of Florida Driver's License is required

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Moderate lifting and carrying; pulling; pushing; walking; standing; kneeling; bending; smelling; driving.

Wear restrictive safety equipment including but not limited to safety glasses, face shields, hearing protection devices, gloves, safety vests, and hard hats.

**ENVIRONMENTAL CONDITIONS:**

Works inside.

Works outside in various weather conditions with: noise, dust, fumes, grease or oils, electrical energy.

Slippery surfaces.

With moving objects or vehicles.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

*By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature