



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, PROFESSIONAL ENGINEER	42*	B	6.207
PROFESSIONAL ENGINEER	40*	B	6.226

SERIES CONCEPT

Licensed professional engineers engage in the practice of professional engineering which includes, but is not limited to, professional services involving the application of engineering principles and data, or responsibility for supervision of construction or operations in connection with public or private utilities, structures, buildings, machines, equipment, and projects wherein the public welfare or the safeguarding of life, health or property is concerned. Duties and responsibilities require independent control and direction, and the use of initiative, skill and judgment applied to the research or design of professional engineering work. All positions in this series require licensure as a Professional Engineer (P.E.) by the Nevada State Board of Professional Engineers and Land Surveyors.

Plan, organize, schedule and oversee program/project activities by coordinating activities with other sections, divisions, and agencies to complete assignments on schedule and under budget; prepare reports, letters, memos, agreements, forms and notes to communicate information to others; review reports, letters, memos, agreements, forms and notes prepared by staff members for completeness, accuracy and compliance with regulations, policy and industry best practices; compile and present complex engineering information to management and in briefing meetings; attend public meetings and hearings to provide technical expertise to the public and other entities; and write, review, negotiate and secure agreements with consultants and/or contractors and coordinate their activities as required.

CLASS CONCEPTS

Supervisor, Professional Engineer: Under general direction, incumbents supervise professional engineering work and professional and technical engineering employees; perform professional engineering functions requiring the exercise of judgment in the analysis of complex data and the application of recognized concepts and principles to difficult problems that impact daily operations and when necessary, the development of new policies, procedures and organizational areas or services. Activities consist of duties that result in significant decisions made in conjunction with management. This is the supervisory level in the series.

Work with internal management and external contacts, executives, officials and regulatory representatives, generally to solve problems involving a conflict requiring interpretation and application of policy or to negotiate solutions to major and/or controversial issues and ensure solutions fall within policy guidelines.

Assign and review the work of subordinate staff; conduct employee performance evaluations; determine training needs and implement training activities; and forecast staffing needs.

Prepare and negotiate draft budget requests and review purchase requests for supplies, equipment and services for compliance with fiscal policies and procedures. *(See Benchmark Descriptions for representative examples of positions.)*

* **Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

CLASS CONCEPTS (cont'd)

Professional Engineer: Under general direction, incumbents perform professional engineering functions requiring the exercise of judgment in the analysis of complex data and the application of recognized engineering concepts and principles. Incumbents must analyze and resolve difficult problems that impact daily operations, make recommendations and participate in the development of new policies, procedures and organizational areas or services. *(See Benchmark Descriptions for representative examples of positions.)*

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Persons appointed to this class on or after July 1, 1995, must be licensed as a Professional Engineer in the State of Nevada; persons appointed prior to that date who are not licensed may not represent themselves as such to other persons or entities.
- * Any person licensed as a Professional Engineer in another state must become licensed as a Professional Engineer in Nevada within six months of appointment as a condition of employment.
- * The practice of engineering does not include land surveying or the work ordinarily performed by persons who operate or maintain machinery or equipment.

SUPERVISOR, PROFESSIONAL ENGINEER

EDUCATION AND EXPERIENCE: Current licensure as a Professional Engineer (P.E.) and one year of experience performing professional engineering work; **OR** one year of experience as a Professional Engineer in Nevada State service; **OR** current licensure as a Professional Engineer and an equivalent combination of education and experience. *(See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: project management methods and their application. **Ability to:** make sound engineering decisions; apply the principles of engineering to complex problems and situations; analyze information, problems, situations, practices or procedures; establish and maintain cooperative working relationships with other department employees, management, government agencies and the public; communicate clearly; negotiate and exchange ideas, information and opinions effectively; organize material, information, and resources in a systematic way to optimize efficiency; supervise staff including organizing work flow to accomplish established objectives, delegating responsibility, promoting professional development of staff and administering necessary discipline; stay current with technical advances and apply technical procedures; write concise, logical, grammatically correct analytical reports to explain procedures, policies and present information; set priorities which accurately reflect the relative importance of job responsibilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: effective supervisory techniques; agency policy manuals and guidelines; State laws and regulations pertinent to the assignment; equipment purchasing practices including cost accounts, line item charges, selection of items, bid letting and authorization limits; planning and preparing budgets and analyzing costs for the fiscal year. **Ability to:** evaluate the qualifications of job applicants in comparison with the job requirements; train and evaluate subordinates and write performance evaluations; accept equivocal circumstances and take action where answers to a problem are not readily apparent; *and all knowledge, skills, and abilities required at the lower level.*

PROFESSIONAL ENGINEER

EDUCATION AND EXPERIENCE: Current Licensure as a Professional Engineer (P.E.) *(See Informational Notes)*

MINIMUM QUALIFICATIONS (cont'd)

PROFESSIONAL ENGINEER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: engineering principles and practices; practical application of calculus, algebra, geometry, fractions, percentages, ratios and proportions, logarithms, scientific notation and statistics.

Working knowledge of: the principles of engineering design; computer software programs related to engineering. **Ability to:** perform advanced engineering calculations; make sound engineering judgments and decisions; communicate effectively both orally and in writing; write technical and accurate engineering reports; interpret construction drawings, contract documents, technical specifications and test results; analyze information to define a problem, identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; complete workload within established time frames; adapt to changes in workload and adjust priorities quickly as circumstances dictate; work independently with minimal direction; set priorities which accurately reflect the relative importance of the job responsibilities; establish and maintain cooperative working relationships with other employees, management, outside entities and the public; operate a personal computer and engineering software; review and approve the work of others.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: functions of other agencies and divisions. **Ability to:** negotiate and exchange ideas, information and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions or solutions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.207 6.226

ESTABLISHED:	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC
REVISED:	11/17/93UC	11/17/93UC
REVISED:	6/29/95UC	6/29/95UC
REVISED:	7/1/01LG	7/1/01LG
REVISED:	11/8/05PC	11/8/05PC