



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 III, ASSOCIATE ENGINEER	40*	B	6.209
SUPERVISOR II, ASSOCIATE ENGINEER	38*	B	6.211
SUPERVISOR I, ASSOCIATE ENGINEER	36*	B	6.215

SERIES CONCEPT

Positions in this series supervise professional engineering associates, technical engineering staff, and/or engineering students; direct activities of assigned staff, organize personnel, equipment and materials, and delegate assignments; evaluate the performance of employees according to established policies and work performance standards; ensure accurate and timely completion of work assignments; and provide guidance and training.

Supervisors at all levels coordinate employees and/or work groups performing a wide variety of engineering functions depending on the program/project assignment. Program areas may include, but are not limited to, environmental services, materials and testing, survey projects, road design, transportation safety projects, traffic design, structural inspections, and research and development.

CLASS CONCEPTS

Supervisor III, Associate Engineer: Under general direction, incumbents supervise the work of professional staff, typically subordinate supervisors, and may also supervise technical engineering employees or students, and perform engineering work requiring considerable professional training and experience. Responsibilities require the capacity to manage projects and staff independently and efficiently, exercise judgment in the analysis of complex data and the application of concepts and principles to difficult problems that impact daily operations, and may result in recommendations and the development of new policies, procedures and organizational areas or services.

The duties of the Supervisor III, Associate Engineer are distinguished from those of the Supervisor II, Associate Engineer, by contract/project management responsibilities including coordination and relations with outside entities; authority to write contract change orders; approve designs; determine department's position on contract administration topics; write and administer consultant agreements; set crew/squad policies and procedures; and the responsibility to manage multiple work units or an entire crew. Incumbents frequently interpret policies, procedures and guidelines, and use discretion in selecting appropriate resources required to accomplish assigned work. Positions at this level deal with high-level management and include both internal and external contacts for the purpose of negotiating solutions to major and sometimes controversial issues within policy guidelines.

Coordinate and manage project activities between divisions within the department, local governmental entities and other State and federal agencies to ensure goals and objectives are met; coordinate activities of assigned work units through subordinate supervisors ensuring completed work meets standards of quality and timeliness, and are in compliance with federal and State regulations and departmental policies and procedures.

Represent the department at meetings, public hearings and court proceedings regarding engineering issues; ensure issues discussed and input received is acted upon in a timely manner with proper follow-up completed in a written report.

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

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CLASS CONCEPTS (cont'd)

Supervisor III, Associate Engineer (cont'd)

Participate in budget development by recommending operational needs and other pertinent cost factors and preparing draft budget requests for review and approval by management.

Supervisor II, Associate Engineer: Under limited supervision, incumbents supervise professional staff, may supervise technical engineering employees, and perform engineering functions requiring professional training and experience, the ability to supervise a project independently, judgment in the analysis and interpretation of diverse and complex data impacting daily operations, and the implementation of established policy and procedures. Duties require analysis and result in recommendations and/or advice used by others in making decisions. Positions at this level deal with management including both internal and external contacts for the purpose of answering questions and solving problems and conflicts requiring interpretation and application of statutes, regulations and administrative policies.

The duties of the Supervisor II, Associate Engineer are distinguished from the Supervisor I, Associate Engineer, by their project responsibility. While a Supervisor I is responsible for elements of a project, a Supervisor II is responsible for managing and completing a project from start to finish. In addition, the Supervisor II typically has greater supervisory responsibility for supervising both professional and technical subordinates.

Supervisory responsibilities include participation in interviewing applicants; evaluating work performance; disciplinary actions; staff training; work assignment and review; leave and travel request approval; and coordination of activities of the work group with other sections and divisions to optimize efficiency.

Budgetary responsibilities include preparation of requests for future program/project requirements and preparation of purchase requests for supplies, equipment and services based upon the approved budget.

Supervisor I, Associate Engineer: Under general supervision, incumbents supervise technical engineering employees and perform engineering functions requiring analysis of diverse data and the exercise of judgment impacting daily operations and policy and procedure implementation. Duties result in a product or provide a service or recommendation used by others in making decisions. Incumbents supervise staff and their work with considerable independence, and interpret and apply general guidelines, policies and procedures. Positions at this level deal with others at similar levels or external peers and higher supervisory levels for the purpose of answering questions requiring interpretation and application of policy.

This class is distinguished from Engineering Technician V positions by responsibility for performing professional engineering work the preponderance of time requiring technical training, academic coursework and professional engineering methodologies, knowledge, skills and abilities.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTES:

- * Employees in these classes who are not licensed professional engineers may not represent themselves as such to other persons or entities.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTES: (cont'd)

- * Applicants for Supervisor I, Associate Engineer who have passed the Fundamentals of Engineering examination given by the National Council of Examiners for Engineering and Surveying are not required to take the State's written test.

SUPERVISOR III, ASSOCIATE ENGINEER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in civil engineering or a closely related engineering field and four years of professional engineering experience, two years of which must have been in a supervisory capacity; **OR** certified as an Engineering Intern and four years of professional engineering experience, two years of which must have been in a supervisory capacity; **OR** two years of experience comparable to the Staff II, Associate Engineer or Supervisor II, Associate Engineer; **OR** four years of professional engineering experience with two years of experience comparable to the Supervisor I, Associate Engineer. *(See Special Requirement and Informational Notes)*

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

Detailed knowledge of: engineering principles and practices related to specialized aspects of highway design, construction and maintenance. **Ability to:** analyze information, problems, situations, practices or procedures to define the problem or objective; formulate logical and objective conclusions, recognize alternatives and develop and implement corrective action plans; manage multiple projects and priorities to ensure projects are successfully completed; supervise staff effectively and within personnel rules and regulations; organize staff and operations to optimize efficiency; evaluate employee performance and implement disciplinary action as required; plan, organize and direct the work of others; communicate clearly regarding design and construction methodology; perform complex engineering calculations requiring analytical thinking; make oral group presentations to provide information or explain procedures, policies and engineering designs; discuss a variety of job-related topics on short or no notice; communicate persuasively to encourage acceptance of solutions to problems; *and all knowledge, skills and abilities required at the lower levels.*

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

Working knowledge of: State purchasing rules, regulations, and policies; occupational safety hazard regulations and department's safety regulations. **Ability to:** participate in budget preparation; change procedures to achieve needed results in engineering products; attend public meetings to represent the department's interest and position.

SUPERVISOR II, ASSOCIATE ENGINEER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in civil engineering or a closely related engineering field and two years of professional engineering experience; **OR** certified as an Engineering Intern and two years of professional engineering experience; **OR** two years of experience comparable to the Staff I, Associate Engineer or the Supervisor I, Associate Engineer level. *(See Special Requirement and Informational Notes)*

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

Detailed knowledge of: current engineering principles and practices; practical application of algebra, geometry and trigonometry. **Working knowledge of:** correct English usage, grammar, spelling and punctuation. **Ability to:** supervise operations effectively including organizing workflow and delegating responsibility in order to complete projects timely and efficiently; analyze problems and develop alternative solutions; resolve problems effectively with staff, contractors, public officials, the general public and State agencies; write technical reports, recommendations, consultant agreements and other materials; convey engineering concepts and calculations to subordinates; calculate project/program cost estimates; maintain complete and accurate records of section activities; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

SUPERVISOR II, ASSOCIATE ENGINEER (cont'd)

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

Ability to: plan, organize and oversee engineering projects from start to finish; prepare budget requests and cost estimates.

SUPERVISOR I, ASSOCIATE ENGINEER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in civil engineering or a closely related engineering field; **OR** certified as an Engineering Intern and four years of subprofessional engineering experience; **OR** four years of experience at the Engineering Technician II level or above; **OR** an equivalent combination of education and experience. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: current engineering principles and practices; practical application of geometry, trigonometry and algebra; engineering terminology, concepts and calculations. **General knowledge of:** Occupational Safety and Health Administration and applicable health and safety regulations. **Ability to:** make logical engineering judgments; read and comprehend technical and scientific documents, maps, specifications and plans; make computations and calculations involving the application of engineering principles; analyze and interpret information, technical data, problems, situations, practices and procedures; define specific engineering problems and objectives; identify relevant concerns or factors, patterns, tendencies and relationships, and recognize alternatives and their implications; use a scientific calculator; establish and maintain cooperative working relationships with department staff, management, contractors, the public and other outside entities; work within the Cartesian coordinate system; complete workload within established deadlines; communicate effectively both orally and in writing; perform work according to established policies and procedures; and work independently and as part of a team.

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

Working knowledge of: guidelines, regulations, and standards mandated by federal, State and local government agencies; personnel rules and regulations regarding supervision. **Ability to:** write accurate and objective performance evaluations/personnel development reports; train subordinates and evaluate their effectiveness to accomplish established objectives; use a computer and applicable software programs; convey knowledge of engineering terminology, concepts, and calculations to subordinates; supervise operations effectively including organizing work flow and delegating responsibilities; ensure compliance with health and safety regulations and policies in the assigned work area.

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 series.

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ESTABLISHED:	7/1/93P	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC	8/31/92PC
REVISED:	11/17/93UC	11/17/93UC	11/17/93UC
REVISED:	9/18/95UC	9/18/95UC	9/18/95UC
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG
REVISED:	3/25/05PC	3/25/05PC	3/25/05PC
REVISED:			9/23/05PC
REVISED:	5/12/06PC	5/12/06PC	5/12/06PC