



**CIVIL ENGINEER 3**

**Department:** Multiple  
**Job Class #:** 925500  
**Pay Range:** Engineering/ Technical 14

**FLSA:** Non-exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION**

This is professional field and office supervisory work in civil engineering. Employees in this class generally supervise an engineering section of professional, technical and administrative staff. The incumbent applies intensive and diversified knowledge of civil engineering principles and practices in broad areas of assignments and related fields. Engineers in this classification are seldom given specific work assignments but generally determine their own work assignments by reviewing the overall goals and objectives of the department. Work is reviewed for the success of an overall program or the functioning of a section by a higher level engineer or administrative supervisor.

**SERIES CONCEPT:** This class is distinguished from the Civil Engineer 2 by its greater involvement in daily supervision of a number of subordinates, and the depth of the professional knowledge and responsibility required. The Engineer Manager class supervises the employees in the Civil Engineer 3 class, and manages a division or several sections.

**ESSENTIAL FUNCTIONS**

Manages section and departmental resources to complete work and secure approval of major engineering programs using acceptable methods of planning and management.

Provides leadership and direction to the professional and technical staff of a section responsible for implementing a major engineering program; delegates authority to personnel commensurate with responsibility and ensures the proper functioning of section staff.

Schedules and assigns employees; approves or denies use of sick leave, vacation leave, and overtime.

Trains and educates staff on criteria and standards of section. Provides engineering guidance to staff and makes engineering recommendations to County officials and other departments.

Assists in developing recruitment and selection processes. Conducts final interviews; recommends individuals for hire.

Completes reviews and evaluations of subordinate employee job performance. Initiates disciplinary action when necessary. Responds to grievances at the first level.

Develops, monitors and controls the section's budget and establishes financial management policies and procedures for the section.

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Assumes overall responsibility for completeness and accuracy of projects and certifies that project plans meet all regulations and applicable engineering standards and criteria.

Coordinates the section's activities with other sections, departments, and jurisdictions. Coordinates with federal and state agencies to establish and maintain eligibility for system improvement and program development grants.

Sets the section's goals and objectives and participates in the development of the department's goals and objectives.

Studies, analyzes, and prepares engineering-related reports as required by state, federal and local authorities. Presents findings orally or in writing to county staff, officials, or other agencies.

Develops, implements, and reviews ongoing programs, policies and procedures, assessing job effectiveness and cost efficiencies.

Assists members of the public with difficult or highly complex matters of policy or those requiring technical expertise.

Ensures that staff develops and maintains effective relations with other agencies, government officials and the general public.

**OTHER JOB FUNCTIONS**

Makes recommendations for action or ordinances based on analysis of section research to County Council or administrative superiors.

Represents the department before various professional or action committees, public meetings, boards or councils to provide information regarding section activities or to present departmental plans or projects.

Prepares draft legislation and works with elected officials and community representatives to enable passage of legislation.

May be on 24 hour call.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of civil engineering including specific knowledge of the section to which assigned.

Knowledge of the principles of effective supervision.

Knowledge of current engineering methods and techniques as related to design, construction and maintenance of capital improvement projects.

Knowledge of fiscal control and resource management.

Ability to effectively assign, evaluate, and supervise professional, technical and administrative staff.

Ability to effectively administer disciplinary action.

Ability to apply and interpret County ordinances, State statutes, and federal regulations and legislation.

Ability to apply approved engineering methods and standards to the planning, review, design and construction of capital improvement projects.

Ability to prepare, use, and interpret complex plans, maps, specifications, special provisions and reports.

Ability to provide reliable advice and acceptable solutions to difficult engineering problems.

Ability to establish and maintain effective working relationships with elected officials, county staff, and other groups and individuals.

Ability to communicate effectively orally and in writing with the public, engineers, architects and other individuals.

Ability to speak effectively and convincingly at public meetings and to provide testimony at hearings or trials.

Ability to bend, stoop, work at heights, and walk on uneven terrain. However, this may vary according to assignment or section.

Ability to physically perform the essential job functions.

Ability to meet the travel requirements of the position.

**RECRUITING REQUIREMENTS**

**(Planning and Public Works Department)**

Graduation from a four-year college or university with major coursework in civil engineering or closely related field and five or more years experience relating to the duties of the position. Certification as a Professional Engineer by the State of Washington. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.

**Development Engineering:** Graduation from a four-year college or university with major course work in civil engineering or closely related field and five or more years of directly related experience that demonstrates the ability to perform the essential functions of the position, or nine or more years of directly related experience that demonstrates the ability to perform the essential functions of the position. Certification as a Professional Engineer by the State of Washington is preferred. Satisfactory physical condition, as evidenced by a County-approved physical examination may be required prior to appointment to the position. Applicants must have the ability to meet the traveling requirements of the position.

**Survey Section:** Five years of progressively responsible experience related to the position AND either a four-year degree with major course work in civil engineering or closely related field, or an additional five years of directly related PLS work which demonstrates the ability to perform the essential functions of the position. **NOTE:** This position requires a Professional Land Surveyor (PLS) license by the State of Washington. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to this position.