



Engineer III #02610

City of Virginia Beach – Job Description

Date of Last Revision: 11-21-2019

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 16

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of engineering duties of a complex nature which may include any combination of: project management, infrastructure maintenance, reviewing and approving commercial and residential site plans and subdivision plans, designing and reviewing plans and specifications for highways and roadways, storm drainage, shore protection, maintenance of navigation, water and sanitary sewer, supervision of non-technical staff, field engineering and management support for operation and maintenance of public facilities, and related work as required. Complex engineering work will entail a considerable amount of independent actions or decisions on designs, project management and operations, and regular assignments of complicated or specialized engineering and project tasks that require the application of advanced or specialized principles of engineering principles and theory, and innovative problem solving skills. Hold principal authority for the management of complex engineering projects, programs or operations and exercise responsibilities with minimal supervision. Complex project examples include the design, construction, operation or maintenance of: highways, buildings, storm water drainage, pump stations, sanitary sewer inflow and infiltration, vacuum systems, and water quality projects. May be responsible for the preparation and administration of a bureau budget. May provide assistance to professional engineers in an advisory or project lead capacity. Will regularly supervise technical and unit support positions.

Representative Work Functions and Responsibilities

Provide comprehensive engineering support in all areas of civil engineering for the development of capital projects such as those that appear in the City's six-year capital improvement program (CIP), including cost estimates, and related items for the City to budget for its capital improvement projects.

Review design and inspection activities on a number of complex projects to ensure staff engineers meet city standards; and investigate and resolve difficult technical development and operational problems to keep plan review procedures and project design activity functioning smoothly.

May assist in the planning, direction and management of a major operational bureau to provide for an efficient and productive staff.

Provide technical response to citizen inquiries concerning specific projects to properly inform them as well as incorporate their input.

Provide recommendations as staff input for Planning Commission and City Council actions to assure that

Engineer III #02610

special needs of the City are met.

Provide training and assistance to professional staff in preparation or review of design drawings to ensure City standards are adhered to and that good engineering practices are followed.

Coordinate projects with several interdepartmental agencies and the private sector to meet project goals, especially in maintaining the work effort on schedule.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Successfully manage all work to achieve project completions of high quality and cost effectiveness while operating within fixed schedules; achieve objectives within the state, federal and local standards; efficiently administer CIP projects; solve citizen problems in a courteous and timely manner; and ensure the health safety, and welfare of the people through adequate design.

Minimum Qualifications

Requires a Bachelor's Degree from an Accreditation Board for Engineering and Technology (ABET) approved engineering or engineering technology program with possession of a Professional Engineer (P.E.) license from the Virginia Board of Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) and five (5) years of progressive professional experience.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the principles and procedures of engineering as applied to municipal development or construction including these specialized areas: Hydrologic analysis; soil analysis, and stabilization and construction procedures; pavement design; writing technical reports; structural analysis; traffic engineering; environmental engineering; concrete, steel, and wood construction and design techniques; highway design and construction; retaining wall design and construction; storm drainage design and construction.
2. Knowledge of engineering design standards and administrative procedures and their application to various projects including all areas of engineering and construction, city contract administration, surveying, etc.
3. Knowledge of local and state ordinances as they relate to construction and land development, and various design standards including site plan, subdivision, zoning, erosion control and flood plain ordinances; detailed knowledge of various City policies and procedures.
4. Knowledge of contract law.
5. Knowledge of infrastructure maintenance practices and principles and maintenance management systems.

B. Skills

1. Skill in dealing with professional and technical personnel to resolve and/or negotiate contract disputes or development and construction problems on city and development projects.
2. Skill in effectively dealing with the public in general to resolve disputes or requests on city or

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private development projects from individuals or special interest groups in a tactful but firm manner.

3. Skill in effective oral and written communication.
4. Skill in the use of computers and computer programs.

C. Abilities

1. Ability to prepare complex engineering designs and to interpret plans and specifications prepared by others in the review of designs for site plans, subdivision plans, highway plans, storm drainage plans, water and sanitary sewer plans, etc.
2. Ability to review work of staff engineers and make final recommendations or decisions to derive solutions to engineering problems and prepare final reports for submittal to higher levels of management on city and private development projects, the Capital Improvement Program (CIP), budgets city contracts and agreements, and citizen complaints for engineering-related problems.
3. Ability to develop effective solutions to complex engineering and construction problems.
4. Ability to conduct investigations and recommend solutions to complex problems such as citizen complaints on City and private development projects, environmental permitting requirements, etc.
5. Ability to work at an independent level of engineering expertise as one of Responsible charge for complex engineering projects.
6. Ability to manage and operate computerized maintenance management systems.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires light to medium work that involves frequent walking, standing, sitting, kneeling, squatting, stooping, and climbing, with occasional lifting, gripping, and pushing and raising objects and exerting up to 50 pounds of force as well as routine keyboard operations

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of scientific, engineering, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, detailed- close attention for accurate results and frequent exposure to unusual pressures in the office and field environment.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

The job may risk exposure to extreme heat and/or cold, wet or humid conditions, extreme noise levels, fumes, odors, vehicular traffic, moving machinery, electrical shock, variable lighting, and toxic or caustic

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Engineer III #02610

chemicals.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, normal sense of smell, and depth perception.

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