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Job Specification

SUPERVISING ENGINEER

DEFINITION

Under direction, in one or more branches of engineering, supervises the field and office engineering work involved in the review, design, maintenance, and construction of structures and/or systems; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans, organizes, and supervises field and office engineering work programs and activities.

Assigns, checks and supervises the work of lower level engineers.

Give suitable assignments and instructions.

Conducts and/or directs investigations of conditions of structures and equipment as required.

May have responsibility for the determination of future projects and budget projections to be submitted for management approval.

Within the engineering division, may have responsibility for a large section advancing multiple programs, or for multiple sections.

May coordinate and prioritize activities between various sections and/or various programs within a Section to address competing needs.

Estimates the quantities of materials that may be required and costs of specific maintenance projects.

Drafts correspondence pertaining to engineering programs and activities.

Supervises the field and office engineering work involved in design, maintenance, and construction of highways, other roads or streets, and/or bridges or some other branch of civil engineering.

In some jurisdictions, may be responsible for the operations of the Engineering Division in the absence of the Department Head and the Assistant Department Head.

Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing,

promoting, demoting and/or disciplining of employees.

Supervises the preparation of reports containing findings, conclusions, and recommendations.

Supervises the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical or Electrical Engineering

NOTE: A Bachelor of Science degree in Engineering Technology (BSET) in a field related to Civil, Mechanical or Electrical Engineering from an accredited college or university having a curriculum approved by the Accreditation Board of Engineering Technology (ABET) may substitute for the above education requirement.

NOTE: Possession of a Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the college degree.

EXPERIENCE:

Four (4) years of related experience in civil, electrical or mechanical engineering, one (1) of which shall have been in a supervisory capacity.

NOTE: A Master's degree in Civil, Electrical or Mechanical engineering, or a Master's of Science in Engineering Technology (MSET) in a field related to Civil, Electrical or Mechanical engineering may be substituted for one (1) year of nonsupervisory experience.

LICENSE:

NOTE: Appointees may be required to possess a valid Professional Engineering (PE) license issued by the NJ State Board of Professional Engineers and Land Surveyors, particularly for positions assuming "responsible charge" over staff as defined by NJAC 13:40-1.3

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of engineering problems involved in supervising the field and office operations of a staff engaged in the design, maintenance, and construction of structures and/or systems.

Knowledge of supervisory methods and techniques.

Ability to organize assigned large scale technical engineering and supervisory work and develop effective work methods.

Ability to give assignments to employees.

Ability to accurately estimate quantities and project costs.

Ability to supervise the work operations and/or functional programs and effectively recommend the hiring, firing, promoting, demoting and/or disciplining of employees.

Ability to prepare accurate and informative reports.

Ability to maintain and to supervise the maintenance of essential records and files.

Ability to supervise assigned staff and plan, organize, and implement projects within the unit.

Ability to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03879		L	C		N/A	30		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

9/22/2018
