

# CIVIL ENGINEER II- LAND DEVELOPMENT

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Position Code: 3030

WC Code: 8601

FLSA Status: Exempt

Pay Grade: 362

Location: Engineering

Approval Date: 2023

## **General Statement of Duties**

Performs difficult professional, technical and administrative work participating in the review of plans and construction for private land development projects.

## **Distinguishing Features of the Class**

An employee in this class will provide design and construction review of private land development projects involving streets, storm drainage and stormwater detention facilities, sanitary sewer, water distribution, curb and gutter, parking facilities, grading, erosion and sediment control, and other aspects to ensure projects can be built and follow all Town-adopted ordinances and design standards. Work includes review of engineering designs, reports and estimates for a variety of related projects, reviews plats and site plans, supervision of staff and will assist the Assistant Planning and Community Development Director in the administration of the overall land development process. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Work is supervised by the Engineering Services Manager and is evaluated based on conferences and review of assignments.

## **Duties and Responsibilities**

Reviews and prepares engineering designs, reports, and cost estimates for a variety of related projects.

Assists in review of preliminary and final plats, as well as easements and related documents.

Administers, inspects, and approves construction projects to determine effective operation.

Supervises and works with construction inspectors and contractors to address problems or questions; reviews and approves change orders.

Reviews and provides guidance on drainage studies, grading plans, erosion and sediment control plans, and stormwater elements as part of land development projects.

Prepares and presents technical reports.

Provides developers, contractors and the general public with technical information relating to private land development projects and processes.

Reviews Town Development Standards and makes recommendations of revisions, additions and /or deletions to the Engineering Services Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Civil Engineering.

Supervises and manages staff involved in the Land Development Process. Instructs staff in the appropriate safety procedures and enforces their use.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Thorough knowledge of modern methods and techniques as applied to the design of land development projects including planning and construction.

Thorough knowledge of related Town policies, state, and federal laws and regulations.

Knowledge of supervisory principles and practices.

Ability to perform difficult engineering computation and to make comprehensive recommendations on engineering problems and planning.

Ability to train and supervise others.

Ability to establish effective working relationships with Town officials, employees, contractors, and the general public.

Ability to present ideas effectively in oral and written form.

Ability to establish and maintain effective working relationships with Town officials, other public officials, employees, contractors, and the general public.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator This position involves sedentary work requiring

the employee to exert up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly to move objects.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

### **Minimum Education and Experience**

A Bachelor of Science degree in Civil Engineering with major coursework in municipal engineering from an accredited college or university and five years of management experience in municipal engineering; or an equivalent combination of education and experience.

### **Special Requirements**

Registered Professional Engineer in North Carolina

Possession of a valid North Carolina driver's license