

SENIOR CIVIL ENGINEER-DRAIN

GENERAL STATEMENT OF DUTIES: Performs highly responsible and technical engineering work for the Drain Commissioner's Office, Surface Water Management Division; including reviewing, planning and supervising the construction of drainage and storm water management systems and other utilities; responsible for on-the-job control of construction contracts; acts as liaison between consultants, contractors and staff; directs the work of lower level staff; works under the supervision of the Director; performs related duties as required.

STATEMENT OF TASKS:

Plans, organizes and exercises general supervision over construction projects and personnel assigned;
Carries out preliminary studies;
Consults with contractors, consultants and staff during project designs and construction;
Follows construction progress, analyzes change orders, additions or deletions in plans, and reviews and passes on preliminary and final reports for construction projects;
Assists in preparing construction plans for drainage and storm water management systems, other utilities and construction projects;
Prepares property surveys and other survey data;
Assists in preparation of construction budgets, cost data and special planning reports for various projects;
Attends and conducts public hearings;
Investigates and addresses drainage problems of a non-engineering nature;
Participates in office administrative and assessment activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of Civil Engineering;
Thorough knowledge of design and construction of storm drain projects;
Thorough knowledge of and skill in making difficult engineering and structural computations;
Knowledge of soil erosion;
Ability to perform research and give reliable advice on difficult engineering problems;
Ability to give direction to lower level staff;
Ability to communicate effectively both orally and in writing;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

B.S. in Civil Engineering -OR- B. S. in Environmental Engineering with a Water Resources emphasis; Licensed by the State of Michigan as Civil Engineer; AND Four (4) years of experience in the civil engineering field. B.S. degree must be from an ABET (Accreditation Board for Engineering and Technology) accredited program.

SPECIAL REQUIREMENTS:

Employee must be certified as County Soil Erosion Enforcement Agent within one (1) year of employment.

Must possess a valid Michigan driver's license.

Established: January 24, 1977

Revised: February 20, 1985

Revised: September 1, 1993

Revised: August 14, 2002


Human Resources Director