

NEW CASTLE COUNTY GOVERNMENT

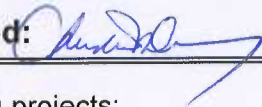
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Date 11/10/16

CLASS SPECIFICATION

Title: CIVIL ENGINEER III

Approved: 

GENERAL STATEMENT OF DUTIES: Manages or performs complex civil engineering projects; administers various elements of New Castle County's land development engineering plan review and site inspection, sewer capacity assurance program, sewer and stormwater capital and regulatory program and related activities to ensure compliance with applicable New Castle County codes and environmental regulations; performs high level professional engineering work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional engineering knowledge, experience and upper managerial skills to complex administrative, investigative, planning, design or construction projects and/or may be in responsible charge of an assigned activity or program. Activities and programs may include but are not limited to review and inspection of subdivision and land development record plans, sediment and storm water plans, drainage, grading, sanitary sewer collector systems and sewage pumping station plans; sanitary sewer capacity assurance program, flood plain activity, borrow pit licensing, site inspection activity and water management agreement process, and the County capital program. Responsibilities may include directing the activities of subordinate professional, technical, supervisory and clerical employees. This employee performs administrative tasks in line with these responsibilities and works under general supervision. Assignments are broad in scope and considerable independent judgment is required. Additional responsibilities include working with other policy makers, legislators, government agencies, technical and professional organizations, and the public.

EXAMPLES OF WORK: (Illustrative only)

- Manages and coordinates the review of subdivision and land development plans including drainage, storm water management, grading, sediment and erosion control plans, sanitary sewer and sewage pumping stations;
- Performs complex capital improvements to the sanitary sewer or stormwater systems, and reviews work prepared by subordinates to ensure technical accuracy;
- Manages or performs the review of proposed site development, stormwater management and erosion/sediment control and sanitary sewage construction plans submitted by the private sector for development;
- Manages the review, inspection, and maintenance activities related to the delegation of the Department of Natural Resources and Environmental Control (DNREC) Sediment and Storm Water program;
- Manages the inspection of all site development compliance and activities;
- Manages or performs assessment of sanitary sewer capacity and provides technical guidance regarding capacity management and planning;
- Manages the licensing and monitoring of extractive use operations;
- Manages or performs technical review of applications to develop in the floodplain and prepares departmental recommendations;
- Manages or performs civil engineering projects related to site work for parks, buildings, roads, pathways, and other projects as required.
- May provide technical or managerial oversight for specific complex engineering projects or department initiatives;

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- Conducts periodic reviews of sanitary sewer, drainage and storm water management codes, policies and standards, prepares legislation to amend codes and recommends policies and procedures for implementing new standards and codes;
- Provides consultation on proposed revisions to zoning and subdivision codes as they relate to land development;
- Manages Water Resources Protection Area requirements for New Castle County;
- Oversees the testing and monitoring process relating to Water Management Agreements;
- Represents the County on various technical committees;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering as applied to the development of land and site inspection activities, planning, design and construction of sanitary sewer and stormwater systems and site work; good knowledge of principles and practices of management; skill in the use of civil engineering software applications, instruments and equipment; ability to plan, layout, manage and review the work of subordinates; ability to make and review difficult engineering computations and plans and make comprehensive recommendations on engineering problems; knowledge of the principles and practices of stormwater management and sanitary sewer; ability to establish and maintain effective working relationships with developers, homebuilders, site contractors, consulting engineers, planners, civic groups, elected officials and government agencies at the local, state and federal levels; good professional engineering judgment; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: At least five (5) years of professional civil engineering experience with at least three (3) years of experience in the planning, design and construction of sanitary sewer systems, stormwater systems and other County infrastructure and/or managing programs within site design, site plan review or site inspection activities, and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related engineering discipline; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a professional engineer's license issued by the State of Delaware. Possession of a valid Delaware Class D driver's license or its equivalent. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 11/10/16