CLASS TITLE: LEAD ENGINEER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in the coordination of engineering projects and other related assigned duties.

ESSENTIAL TASKS:
• Manages projects from conception to completion
• Coordinates, reviews, and approves plans and specifications
• Negotiates, administers, and monitors contracts, service agreements, and change orders
• Supervises staff, including the prioritization and assignment of work and ensuring that staff is trained
• Reviews and coordinates responses to and the provision of information for internal and external customers Prepares and presents status updates and comprehensive reports
• Processes and manages customer comments
• Prepares budget requests and monitors budget compliance
• Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering, and seven (7) years of progressively responsible experience in Civil engineering.

Knowledge, Abilities and Skills: Considerable knowledge of engineering principles and practices; considerable knowledge of the equipment, materials, and methods used in construction and maintenance projects; good knowledge of the methods and techniques of land surveying; good knowledge of safety rules and regulations relating to construction and maintenance projects; and good knowledge of real estate law, title work, and property descriptions. Ability to plan, coordinate, and oversee a variety of construction and maintenance projects; ability to prepare, review and interpret engineering plans, and specifications; ability to plan and conduct public and technical meetings and to make presentations; ability to coordinate land acquisition with designers, contractors, lawyers, and involved parties; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 40 pounds; occasional pushing and pulling up to 40 pounds; may be subject to walking, standing, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Professional Engineer's License for the State of Oklahoma; and possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; construction sites both indoor and outdoors; and requires some travel to various locations to conduct inspections and surveys.

Class Code: 1051
EEO Code: E-01
Pay Code: EX-48

Group: Engineering, Planning and Technical
Series: Professional Engineering

Effective date: September 3, 2018