



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	Civil Engineer II (5110)	Opening date	January 19, 2012
Department	Public Works	Closing date	February 17, 2012
Salary range	\$59,093.00 - \$94,549.00 (A15)		

General statement of duties

Performs civil engineering work at the intermediate level in the field and office; does related work as required.

Distinguishing features of the class

Positions in this class require the application of professional engineering knowledge and skills to intermediately difficult engineering projects. Engineering knowledge will have been gained through formal education and through working experience in the engineering field. Assignment affords opportunities for independent planning of work details and higher grade engineers who are available for consultation on difficult problems.

Examples of work (illustrative only)

- Coordinates planning, design and construction of City capital improvement projects;
- Oversees the preparation of specifications, plans, cost estimates, and permitting associated with various capital improvement projects such as utility projects, stormwater projects, recreation projects, dam safety and other types of capital projects;
- Applies for and manages grants for some capital projects;
- Coordinates projects with other City departments;
- Manages the construction process for the capital improvement projects and performs construction inspection;
- Deals with City residents concerning capital improvement projects;
- Works with community representatives to design projects to meet the community's needs and desires;
- Directs, schedules and checks work of the survey party crew and drafting personnel;
- Supervises and maintains necessary records and reports;
- Prepares specifications, plans, estimates and reports pertaining to the construction, maintenance and operation of a variety of engineering or utility projects;
- Performs design duties in connection with street, wastewater, water main, waterway and other miscellaneous projects and contract administration;
- Coordinates projects with the work of other City departments and other private and public agencies;
- Performs on-site field inspections of various construction projects;
- Performs a wide variety of other civil engineering duties of the same level of difficulty.

Required knowledge, skills and abilities

Good knowledge of modern principles and practices of civil engineering as applied to public works projects; working knowledge of surveying; good knowledge of street, water, wastewater and waterway construction practices; ability to plan and supervise the work of engineering aides; ability to secure the cooperation of construction contractors and others; good computer skills; good engineering judgment.

Acceptable experience and training

Considerable experience as a Civil Engineer I and graduation from an Accreditation Board for Engineering and Technology (ABET) accredited college or university of recognized standing with bachelor of science civil engineering degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a valid driver's license. Possession of an Engineer-In-Training Certificate.

Americans with Disabilities Act

Physical ability: ability to perform required inspections on construction sites; ability to ambulate over rugged terrain and climb ladders; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: to effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date. Incomplete applications will not be considered.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.