

**Public Works Commission**  
Of the City of Fayetteville, North Carolina 28302

**Position Classification Plan**  
**Job Description**

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**TITLE: W/R ENGINEER II** **GRADE: 414**

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**TITLE ABBREVIATION: W/R ENGINEER II** **EEO CODE: 2** **CODE: W6002**

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**FLSA CODE: EX** **REVIEWED DIR HUMAN RESOURCES:** **DATE:**

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**DIVISION: WATER RESOURCES** **DEPARTMENT: ENGINEERING**

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**SUPVR'S TITLE: ENGR MGR-WR** **APPRVD CEO/GM:** **DATE:**

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**SUMMARY OF RESPONSIBILITIES:** This class is responsible for supervising, coordinating, planning, prioritizing assigned activities in the Water Resources Engineering Department. Responsibilities include performing moderately specialized engineering work involving surveys/investigations/plans/structures or equipment, with moderate to complex features; designing/reviewing/analyzing moderate to complex sketches/drawings/plans/ specifications of proposed projects; determining work and materials required; evaluating/selecting/applying engineering techniques/procedures/criteria using judgement and expertise in making/recommending adaptations/modifications/ troubleshooting problems; performing moderate to complex engineering studies; compiling/analyzing/interpreting data; recommending modifications in the present systems; performing field work; taking measurements; determining placement of utilities; assuring maps are accurate; meeting with clients/customers/contractors concerning proposed utility services; and responding to questions by the general public; driving/operating vehicles in performing work assignments/responsibilities. This class differs from that of Engineer I by virtue of the nature and complexity of assignments/responsibilities/ accountability. Supervision is exercised over assigned personnel. Operating under general supervision, latitude is allowed for the exercise of independent judgement in planning and coordinating the details of the work. Extended hours and on-call availability may be required. Performs related work as required.

**ESSENTIAL FUNCTIONS:**

1. Assures safety rules are enforced and no lost time accidents occur;
2. Provides input into department/division objectives/long range plans; assures all goals are met in area of responsibility; provides input into annual work plans, programs, staffing requirements, equipment requirements, and related budgets, as appropriate;
3. Assures the technical and/or professional expertise of employees; provides career development and training programs; assures employee participation in all required safety and training programs; encourages individual career development;
4. Creates and maintains an atmosphere conducive to good employee/management relations; recognizes the rights of individual employees; addresses problems affecting employee/management relations;
5. Assures the productivity and quality of work for all areas of responsibility; identifies/recognizes/analyzes problems; selects and implements sound/timely/effective solutions; promotes participation, cooperation, and teamwork; adjusts leadership style to individual, group, and/or situation needs;
6. Responds to customer's (internal and/or external) concerns/complaints in a professional/timely manner; communicates concerns/complaints to manager, when appropriate; maintains composure at all times;
7. Interviews, selects, hires, promotes, demotes, transfers, and recommends termination of employment to management; reviews the performance of staff to encourage growth and development; provides on-going feedback with frequent contacts with employees; maintains 98%, or greater, attendance average;
8. Recommends approval of travel/vacation/leaves of staff;

**W/R ENGINEER II:** continued

9. Performs timely employee reviews in accordance with PWC policies/procedures; applies appraisal process accurately and impartially; corrects performance deviations; subordinates, collectively, meet 98% of their standards;
10. Prioritizes work, based upon project requirements, to ensure effective utilization of available resources; anticipates needs; provides accurate and timely reports in all areas of responsibility.

**EQUIPMENT OPERATED:** Computer, calculator, communication equipment, and other equipment, as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of safety rules/regulations/procedures; thorough knowledge of concepts/theory/principles/practices of civil engineering; thorough knowledge of supervisory concepts and practices; skill in use of computers and applicable software; ability to perform systems analysis; ability to use good judgement in making adaptations/modifications applying engineering techniques, procedures, and criteria; ability to perform accurate complex mathematical computations; ability to evaluate and solve technical engineering problems; ability to design/prepare/interpret complex engineering maps/sketches/drawings/blueprints; ability to communicate effectively, both orally and in writing; ability to research, plan, coordinate, schedule, project, and prioritize work; ability to prepare and maintain reports and records; ability to supervise people and multiple projects; ability to maintain effective working relationships with customers, the general public, all levels of employees, officials, and contractors.

**MINIMUM QUALIFICATIONS:**

Graduation from a four (4) year accredited university/college with a Bachelor's Degree in Civil Engineering **and a minimum** of two (2) years progressively responsible experience performing civil engineering work in/for a utility, which includes reviewing/monitoring the work of others.

**\*NOTE:** Must possess a Professional Engineer in Training Certification, at time of hire into the position. Must pass the Professional Engineering (PE) examination within two (2) years of eligibility for candidacy for the P.E. examination.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid North Carolina Driver's License.

**PHYSICAL REQUIREMENTS:** Must be able to perform the essential functions of the position.

**SAFETY HAZARDS:** When performing field work, may be exposed to inside/outside working conditions, extreme cold/heat, noise, hazards including a variety of physical conditions such as proximity to moving vehicles/ mechanical parts, heavy equipment, and climbing ladders.

**PROTECTIVE EQUIPMENT:** As required in the Public Works Commission's Safety Manual.

**EMPLOYER'S RIGHTS:** This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.