STATE OF NEBRASKA CLASS CODE: V56236
CLASS SPECIFICATION
EST: 07/89 - REV: 10/11

ENGINEERING UNIT SUPERVISOR

DESCRIPTION: Under limited supervision, supervises a unit including Engineering Associate III's and/or Engineering Associate II's and performs the unit's most difficult advanced technical engineering work; responsible for the completion of assignments of a complex nature; work assignments are received with general instructions and objectives outlined by a professional engineer supervisor who reviews work for results obtained; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and supervises the work of subordinate Engineering Associates and other assigned classifications to achieve the unit's goals and to ensure the consistent applications of administrative and/or technical policies, procedures and standards.

Evaluates work performance of subordinates and recommends personnel actions including promotions, reassignments, status changes, disciplinary actions and the appointment of new employees.

Develops standard operating procedures to maintain consistency in application of regulations and program policies.

Instructs subordinates on the handling of operational matters when existing policies, procedures or guidelines do not cover the situations.

Performs the unit's most complex advanced para-professional engineering work (complex calculations, bridge inspection).

Functions as liaison with the public, local entities, employees, and other staff concerning unit activities.

Determines progress and priority schedules.

Assures consistency of work and coordinates deviations from procedures.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: methods, techniques, and practices used in the appropriate specialty; extensive knowledge of the para-professional engineering principles and practices in the specialty field.

Ability to: plan, organize, coordinate, supervise and evaluate the work of subordinate staff; communicate orally and in writing; read and interpret engineering plans, specifications, reports, manuals, drawings and other documents; establish and maintain effective working relationships with other work units, contractors, consultants and the public; prepare clear and concise reports.

Skill in: using the computer and other tools for data analysis and storage.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is a high school education or equivalent plus ten years of para-professional engineering experience; graduation from a recognized two-year engineering school or other related post high school education may be substituted for work experience.