

Code: 5630
Operation and Construction Service
Engineering, Designing and Structural Group
Civil Engineering Series

CLASS TITLE: **Coordinating Engineer I**

CHARACTERISTICS OF THE CLASS: Under direction, the class coordinates and supervises the work of an engineering section responsible for the planning, design and monitoring of construction on infrastructure and building projects, or functions as a project manager for a major engineering project of considerable scope and complexity; and performs related duties as required.

ESSENTIAL DUTIES: Directs the conduct of field surveys to identify conditions that may impact the scope of proposed construction, repair and maintenance projects; meets with engineers and consultants to determine scope, costs, design criteria and specifications for projects such as runways, streets, water, sewer, airport and related systems and facilities; supervises staff and oversees engineering consultants functioning as design and resident engineers ensuring work is completed according to contract specifications and project time lines; interprets design plans and specifications to contractors and assists in resolving design and construction problems; directs the preparation of project status and cost reports to management and funding agencies; monitors projects assigned to staff and consultant engineers ensuring projects comply with engineering specifications, are completed on schedule and are within budget; directs the approval of partial and final payments to contractors; authorizes design plans, contract documents, cost estimates and engineering calculations for construction or rehabilitation projects; assists supervisory staff in resolving complex engineering design and construction problems; reviews and approves plan changes and contract modifications submitted by engineering staff; assigns various projects to staff and reviews and evaluates their performance; represents City at community meetings and to businesses affected by development projects.

RELATED DUTIES: May prepare grant applications to secure project funding; may consult with other departments and agencies to coordinate personnel engaged in project engineering activities; may provide technical information on engineering projects at hearings and legal proceedings.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Engineering plus five years of work experience in the planning, design and construction management of engineering projects including three years of supervisory experience, or an equivalent combination of training and experience, provided the minimum degree requirement is met. Depending upon department assignment, field of engineering may vary.

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CLASS TITLE: **Coordinating Engineer I (Cont'd)**

Registration as a Professional Engineer (R.P.E.) is required. At the time of employment, positions must have obtained Registration as a Professional Engineer (R.P.E.) in the State of Illinois. Some positions may require a valid State of Illinois driver's license.

Knowledge, Abilities and Skill. Comprehensive knowledge of the principles and practices of engineering design and construction. Comprehensive knowledge of advanced mathematical principles. Comprehensive knowledge of modern construction methods, materials and equipment. Comprehensive knowledge of computer assisted design software. Comprehensive knowledge of infrastructure systems. Comprehensive knowledge of project costing, monitoring and reporting techniques. Good knowledge of supervisory and management theory and practices.

Ability to supervise and inspect the work of a large group of subordinate engineering personnel. Ability to analyze and resolve complex engineering design problems. Ability develop and establish engineering project management techniques. Ability to establish effective working relationships with consultants and government representatives. Ability to lead teams in a variety of engineering projects.

Considerable skill in the application of modern engineering principles to practical problems. Considerable advanced technical math skills. Considerable analytical skills. Excellent oral and written communication skills. Considerable skill in planning, organizing and administering complex engineering projects. Good supervisory skills.

Physical Requirements. Ability to access work sites during various stages of construction or repair.

Working Conditions. Inside: General office environment. Outside: Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2002
City of Chicago
Department of Personnel
Minimum Quals revised: April, 2013, June, 2016