

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

ENGINEERING ASSISTANT SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the work of Engineering Assistants. The work is performed under general supervision, and requires knowledge of the policies, procedures, and regulations of a specific engineering program, and supervisory techniques, personnel policies, and procedures. The employee works within general methods, procedures and exercises considerable independent judgment in selecting the proper course of action.

There are two classifications in this job.

Position Code Title - Engineering Asst Supv-1

Engineering Assistant Supervisor 10

The employee serves as a first-level supervisor with responsibility for coordinating and directing the work of subordinate Engineering Assistants.

Position Code Title - Engineering Asst Supv-2

Engineering Assistant Supervisor 11

The employee serves as a second-level supervisor, coordinating and directing the work of subordinate Engineering Assistants through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Assists in preparing travel survey reports.

Develops and implements work methods and procedures utilized in conducting traffic studies.

Assigns, reviews, and participates in the inspection of materials other than aggregates.

Makes on-the-job interpretation of specifications and procedures.

Reviews concrete proportioning reports and makes recommendations to correct irregularities in material handling and usage.

Conducts a preliminary survey of proposed job sites to determine area conditions and equipment and operator requirements.

Prepares, reviews, and maintains cost records for equipment, supplies, and personnel.

Assists in budget preparation for specific work programs.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of statistical methods of compiling and organizing data.

Knowledge of records, reports, and logs necessary to document field studies or inspection activities.

Knowledge of the nomenclature and conventional symbols used in the work.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to determine work priorities.

Ability to perform basic tests and inspections.

Ability to use and maintain equipment.

Ability to maintain records and prepare reports.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

No specific type or amount is required.

Experience

Engineering Assistant Supervisor 10

Four years of experience equivalent to an Engineering Assistant, including two years equivalent to an Engineering Assistant E8 or one year equivalent to an Engineering Assistant 9.

Engineering Assistant Supervisor 11

Five years of experience equivalent to an Engineering Assistant, including three years equivalent to an Engineering Assistant E8, two years equivalent to an Engineering Assistant 9, or one year equivalent to an Engineering Assistant Supervisor 10.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ENGASTSPV

Job Code Description

ENGINEERING ASSISTANT SUPERVISOR

Position Title

Engineering Asst Supv-1

Engineering Asst Supv-2

Position Code

ENGRSPV1

ENGRSPV2

Pay Schedule

NERE-099

NERE-100

JZ

07/19/2015