

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: SUPERVISOR – CIVIL ENGINEERING SPECIALISTS

Job Number: 192060/192070/192080

Date Finalized: 1/9/2025

Service Area: Public Services Service Unit: Engineering	Accountable To: City Engineer
Mission Statement The City of Ann Arbor’s mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary To supervise, schedule, train, oversee, support, and coordinate the work activities of the Civil Engineering Specialists (CES), including unionized staff, temporary employees, interns, and consultants. Activities and work assignments supervised include construction inspection roads, bridges, utilities, sidewalks, and related work. Act as Safety Liaison and manage vehicle fleet for the Engineering Services Unit.	
Duties Incumbent may be responsible for, but not limited to, the following duties: <u>Essential Duties</u> Supervising duties and assigning work to the CES staff, including unionized staff, temporary employees, interns, and consultants; conducting performance evaluations; planning and coordinating technical and safety training for the Engineering Services Unit; coordinating the team’s work with others; participating in meetings, preparing documents and reports for management; reviewing and approving work and vehicle time and attendance; maintaining an inventory of the Engineering Services Unit fleet with Fleet Services, including their scheduled maintenance; maintaining records of tools and equipment used by the CES team and planning for their maintenance and upgrade; schedule and coordinate the ongoing training of CES staff; keep various Standard Operating Procedure documents up to date. The incumbent is also responsible for the CE Specialist team’s direct technical duties and inspection of contractors’ work, including final product quality and quantity, daily reports, field work, construction inspection, surveying, project mark-up plans and as-builts, and project quantity takeoffs. <u>Related Work</u> Studies operational problems and recommends changes. Reports events and activities affecting operations. Conducts effective and timely staff meetings. Keeps detailed and accurate records. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with others in the organization to provide quality customer service. Other duties as assigned.	
Knowledge of: (position requirements at entry) Construction methods, materials, processes, procedures, principles and practices for the following: <ul style="list-style-type: none">• Design and construction of roads, sidewalks, sewers, and watermains• Soil erosion control best practices• Construction traffic control best practices	

- Construction plans and specifications
- All duties and responsibilities associated with construction inspection
- Work safety procedures and precautions
- Construction materials and testing
- Basic surveying principles
- Americans with Disabilities Act requirements
- Michigan Manual of Uniform Traffic Control Devices

General

- Principles and practices of supervision
- Scheduling of employee assignments
- Safe work practices
- Pertinent federal, state, county and city laws, codes ordinances, standards and regulations
- Construction contracts and professional services agreements
- Procurement best practices
- Outstanding customer services principles and practices
- Cost estimating and budget preparation
- Computers and software applications such as Microsoft Office products, Appia, Bluebeam, CityWorks, Map Ann Arbor, or current equivalent

Skills and Ability to:(position requirements at entry)

- Perform a broad range of supervisory responsibilities over others
- Effectively communicate through oral and written communication
- Set priorities, coordinate multiple projects and meet critical deadlines
- Analyze project issues, problem solve and implement solutions
- Provide comprehensive support to assure the successful and effective performance of other team staff
- Analyze pertinent data and provide meaningful reports pertaining to the operations of the CES team
- Establish and maintain effective, respectful and productive working relationships
- Negotiate effective and appropriate solutions to difficult situations
- Listen effectively to understand thoroughly the intended message

Equipment

Computer, standard office equipment, motor vehicle, photographic equipment, modern cell phone, hand tools, power tools and level and grade rod. Must wear and maintain all required Personal Protective Equipment on job sites.

Training and Experience (position requirements at entry)

- GED or High School Diploma (Associate's or Bachelor's Degree a plus)
- Minimum 10 years of experience in construction inspection
- Supervisory experience at least 2 years – supervision in a union environment is a plus
- Equivalent combination of education and experience may be considered

Licensing Requirements (position requirements at entry)

- Valid Driver's License
- Density Control Certification (for Level 3)
- Bituminous Operations Certification (for Level 3)
- Michigan Concrete Technician Level 1 (for Level 3)
- Soil Erosion & Sedimentation Control (for Level 4)
- Pavement Preservation Treatment Construction Course (for Level 4)

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Physical abilities include, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The ability to safely operate a motor vehicle. The ability to safely maneuver in and around construction sites. The ability to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. Work may require the ability to stand and walk for extended periods of time. The work may occasionally require the ability to move and lift objects weighing up to 20 pounds such as files, supplies, mail and equipment.

Incumbent may be subject to hazardous conditions including, but not limited to, working in extreme heat and cold, dust and noise from construction sites, working in traffic, working around construction equipment, poison ivy, chemicals (chlorine), and confined space entry.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Description Prepared By

Dave Clemons, Homayoon Pirooz and RMM - 7/07 & 8/07 & 9/07/ Service Unit Name Change 6/22/2017, Approved by Union- C. Fojtik 8/9/2017; T. Pennington 12/20/2024

Updated by Nick Hutchinson 11/2024; HR Review – CW, BM 12/2024