CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.5

Job Title: **SUPERVISING ENGINEER**

Pay Grade: 29

GENERAL SUMMARY:

Supervises, coordinates and manages a variety of engineering activities and personnel to identify, evaluate, manage and rehabilitate various facilities and systems. Provides technical guidance and training to technical staff.

RESPONSIBILITIES:

- Provides supervision and coordination of technical personnel and projects, or may supervise multiple contracts and projects of extensive monetary value to the City.
- Provides technical analysis and information to develop solutions and improve systems and plans.
- Defines objectives, evaluates proposals and makes recommendations for projects.
- Prepares and reviews contract addendums, reports, plans, projects and design standards.
- Establishes goals, develops and evaluates performance of personnel and/or projects.
- Negotiates contracts, evaluates bid documents and assists in selecting bid awards.
- Conducts on-site project inspections and investigations.
- Responds to inquiries by departments, consultants, agencies and the general public.
- Attends meetings and conference.

SPECIFICATIONS:

KNOWLEDGE:

Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing; or requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

CERTIFICATE/LICENSE:

Requires registration as a Professional Engineer in the State of Texas. A specific branch of engineering (such as civil, mechanical, structural, etc.) may be required.

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (Continued)

EXPERIENCE:
Six years of active practice in engineering work after graduation from an approved curriculum in engineering, with one of the years as a licensed Professional Engineer, or in a role of Project Manager or higher obtained after licensure as a Professional Engineer.

Substitution: A Master's degree in Engineering may be substituted for up to two years of the above experience requirement.

COMPLEXITY:
Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Internal supervision may be substituted if the position involves the oversight of extensive external projects and/or contracts of a substantial monetary value.

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Graduate Engineer
Engineer
Supervising Engineer
Managing Engineer

Effective: October 1990
Revised: August 2016
Revised: December 2025
Revised: January 2026