

ENGINEERING DIVISION MANAGER

JOB PURPOSE AND SUMMARY

Manages a broad engineering division within the Departments of Community Development or Public Works. Division assignments range from: Transportation Program, with subsections focusing on the 6-Year Transportation Improvement Program, Transportation Concurrency and Traffic Engineering/Operations; Capital Improvements Program, with subsections in Design, Survey, Real Property Services, Construction Management, Project Management, and Environmental CIP; and Engineering Services, with subsections in Inspection, Preliminary Review, Final Site Plan Approval and Final Plat Approval.

CLASSIFICATION DISTINCTIONS

This is senior managerial work, with broad responsibility and considerable latitude for independent judgment to resolve a wide range of technical and managerial problems. Incumbents report to, represent, and advise their respective Department Directors. Responsibilities involve management and motivation of all division staff through intermediate level managers, as well as overall development and oversight of assigned programs. Positions at this level require a thorough knowledge and expertise in the particular division areas.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Determines division and program missions, short-term and long-term objectives and strategies in consultation with the community, management, and other related agencies.
- Establishes organizational goals and objectives. Establishes organizational structure, assigns staff, budget, and other resources to achieve those goals.
- Develops and implements policies, procedures, practices, job assignments, and staff authority and responsibility. Reviews department-wide processes and develops and implements improvements.
- Hires, trains, and evaluates division staff or oversees activities in these areas. Develops effective employee relations, labor relations, and performance improvement programs.
- Plans and manages the division's financial resources including preparing, presenting, and monitoring program budgets.
- Coordinates involvement in community and citizen activities and programs.

- Develops and maintains effective relationships with affiliated federal, state, and local agencies and business and community organizations.
- Directs all aspects of programs within assigned engineering division.
- Performs special departmental administrative and management tasks as assigned by the Department Director, County Administrator, and/or Board of County Commissioners.

QUALIFICATIONS

Education and Experience:

- A Bachelor's degree in civil engineering, business administration or a related field.
- Five to seven years of progressively responsible experience in a closely related field, preferably in a public works or community development agency.
- A minimum of two years supervisory or management experience.
- Registration as a Professional Engineer (Civil) is required.

Knowledge of civil engineering and related physical science principles and practices; effective construction methods and techniques; Federal, State and County standards applicable to public works and private sector project design and construction; human resources and management techniques including planning, scheduling, monitoring, problem solving, and supervision; financial management principles, practices, and methods including budget development, justification, and control.

Ability to plan, assign, supervise, and evaluate the work of professional engineers; exercise sound judgment and independence to develop solutions for complex technical, administrative, and managerial problems; direct and coordinate inspection, negotiation and control of private contractor work; address personnel and division responsibilities through current technology; plan, design, review and construct projects through approved engineering methods and standards; direct and coordinate final plat and final site plan approvals; communicate effectively orally and in writing; effectively balance competing interests and approaches; work responsively and collaboratively with community groups, business groups, and activists with a wide variety of interests; establish and maintain effective working relationships with the public, other governmental jurisdictions, contractors, engineers, developers and other County staff.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Typically works in an office setting but duties may involve fieldwork under adverse or challenging physical conditions. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.

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