



August 2009

ENGINEERING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex support related to all programs and activities of the Public Works Department; manages the effective use of the City's engineering resources to improve organizational productivity and customer service; provides highly complex and responsible support to the City Engineer in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer. Exercises general supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a mid-management classification that manages System Design and Operations, and Construction Services and Engineering Support activities, including project/program initiation, planning, execution, monitoring and control, and close-out. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This position will organize and oversee day-to-day activities and are responsible for providing professional-level support to the City Engineer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Senior Project Engineer in that the latter has overall responsibility for planning, executing and closing out of all capital improvement projects. This position is responsible for overall project initiation, CIP program management and project monitoring and control, and oversight of all other project management processes. This class is further distinguished from the City Engineer in that the latter has overall responsibility for all functions of the Engineering Division, CIP portfolio management, and for developing, implementing, and interpreting public policy. When assigned to the Construction Services and Engineering Support Unit, this position will have additional emphasis on resource allocation and management in support of the System Design and Operations Unit, as well as the Development Engineering Unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the System Design and Operation, and Construction Services/Engineering Support Divisions.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of engineering services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Engineer.
- Manages and coordinates the work plan for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Provides highly complex professional staff assistance to the City Engineer; develops and reviews staff reports related to engineering activities, projects, and services; presents reports to commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Manages and participates in the development and administration of and oversees program and division budgets.
- Provide oversight of the following: consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluation of proposals and recommendation for project award; negotiation and administration of contracts for construction projects; contractor compliance with City standards and specifications, time, and budget estimates; resolution of complex problems that may arise; recommends and approves field changes as required.
- Plays a lead role by assisting the City Engineer in the development and prioritization of the yearly Capital Improvement Program for the City; coordinates with other departments in the development of the program.
- Plays a lead role by assisting the City Engineer with initiating all capital improvement projects or programs, including defining the project scope, determining the financial resources, identifying internal and external stakeholders, identifying a project manager, and developing a project charter;
- Monitors and controls all phases of capital improvement projects, including reviewing change orders, monitoring project costs and schedules to ensure conformance with established budgets and project timelines, providing project performance quality control, providing project performance reports to the City Engineer, and administering procurement.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in engineering; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Assists the City Engineer with special projects, as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of bidding process and contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information engineering services, activities, and projects.
- Advanced civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street, parks, City facilities, and traffic systems design.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting concepts and applications, project management software and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services. Manage and monitor complex projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance applicable Federal, State and local policies, procedures, laws and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Provide oversight for the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs. Specifically, this position will be expected to have journey-level skills with Microsoft Project software.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and provide leadership to subordinates in order to meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.

- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and five (5) years of increasingly responsible experience in professional engineering design, plan review, and project administration experience, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of, or ability to obtain within six (6) months of appointment, a Registration as a Professional Civil Engineer license to practice in the State of Oregon.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various City development and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.