

# ENGINEERING MANAGER

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Position Code: 3470

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 - \$101,008)

Location: Public Services

Approval Date: 2010

## **General Statement of Duties**

Performs complex professional, technical and administrative work directing the operation of the Engineering Division and the planning, design, and construction of Town projects.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, and directs the work of employees engaged in a wide variety of municipal projects. The employee provides technical advice and assistance to the Public Services Director, Town Manager and the Board in the long range planning, construction improvement, and maintenance of water and environmental resources, streets and other infrastructure, and insures that modern, safe, effective and efficient practices are utilized by municipal work crews. Work also includes contract management, handling citizen issues, and budget and personnel administration of the division. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, media, etc. Work is performed under the direction of the Public Services Director.

## **Duties and Responsibilities**

Planning, directing, coordinating and supervising the operations, services and staff of the division; overseeing the planning, design, construction and inspection of public facilities and projects; overseeing the preparation and maintenance of engineering maps, graphics, files and records.

Plans, organizes and directs all activities and functions of the Engineering Division.

Performs civil engineering duties as required to facilitate customer response to inquiries on drainage, plan reviews and other engineering responsibilities.

Performs selection, promotion, training, counseling and disciplining of division personnel in consultation with the Public Services Manager; sets priorities and deadlines, and provides guidance and direction.

Oversees the Engineering Division's role in supporting the Land Development process.

Oversees development of Phase II Stormwater Compliance, including erosion control program and stormwater program.

Oversees the provision of traffic engineering services.

Prepares annual budget and oversees day to day division expenditures.

Attends public meetings and committee meetings as required in the performance of duties.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of civil engineering design principles and engineering practices as applied to division functions.

Thorough knowledge of the principles and practices of public works and water and environmental resource administration, planning, and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.

General knowledge of the principles and practices, laws and regulations relating to supervised functions.

Ability to supervise subordinate personnel including effective communications, motivations, staffing and coaching.

Ability to interpret and prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors, and the general public.

Ability to present ideas effectively in oral and written form.

### **Physical Requirements**

Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

### **Minimum Education and Experience**

Bachelor's degree in civil engineering from an accredited college or university and seven to ten years of professional experience in municipal engineering, maintenance, construction and operation of a public

utility system, including considerable administrative experience; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina Driver's license.

Registration as a Professional Engineer in the State of North Carolina.