Range: **SM-3**
FLSA Status: **Exempt**
Date: **May 19, 2014**

ENGINEERING SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in directing, managing, supervising and coordinating the programs and activities of the Engineering Division; performing a variety of professional engineering work; and providing highly responsible and complex administrative support to the City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer.
Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring and disciplinary recommendations.
2. Assumes management responsibility for services and activities of the Engineering Division related to development review, traffic/streets improvements, pavement rehabilitation, permit review, and Municipal Separate Storm Sewer System (MS4) compliance, regulation, and enforcement.
3. Manages the development and implementation of goals, objectives, policies and procedures related to the Engineering Division; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
4. Manages engineering development review oversight, including review of subdivision master plans, for compliance with applicable City codes and regulations; assesses the impacts of proposed developments and makes mitigation recommendations and site development revisions as necessary; reviews hydrologic and hydraulic analyses and recommends improvements necessary to comply with adopted standards.

5. Evaluates existing hazardous conditions and prioritizes corrective design work; plans, prepares, and designs a variety of engineering projects such as roads and drainage way improvements, extensions to the wastewater collection and treatment systems and modifications to existing systems.
6. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; recommends improvements.
7. Selects, trains, motivates and evaluates engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies.
8. Assists in the development and administration of the department's annual budget; assists in the forecasting of funds needed for future staffing, equipment, materials and supplies; monitors authorized expenditures and confirms conformance with established constraints; seeks grant funding to include coordinating with outside agencies.
9. Represents the City at a variety of boards and commissions; prepares a variety of reports and other correspondence.
10. Answers questions and provides information and assistance to City staff, the media and the general public regarding engineering issues.
11. Investigates field problems and determines and implements solutions.
12. Encourages and facilitates an environment for team building efforts and problem solving of work related issues.
13. Plans, organizes, develops, directs and supervises the design/capital improvement programs (CIP), traffic management and transportation.
14. Advises the City Engineer on all issues related to traffic, transportation, right of way, storm water quality and development/permits.
15. Plans, develops, and implements goals, objectives, policies and procedures for assigned divisions.
16. Oversees operation of franchise agreements and utility coordination.
17. Provides direction, guidance and coordination with internal departments and external consultants/agencies to engage in studies and projects on behalf of the City; initiates and monitors the progress of special studies undertaken; works with staff on the proper extension of infrastructure into newly developing areas of the community and coordinates development of transportation systems.
18. Reviews departmental operations to determine the efficiency and effectiveness of services and programs.
19. Prepares and maintains records and statistical reports on division activities and incidents.
20. Coordinates and directs activities and personnel involved in the implementation and completion of applicable projects/contracts, which may include design, scheduling, construction, legal procedures, budget, and construction compliance.
21. Acts in the absence of the City Engineer.
22. Develops plans, specifications, and other contract documents; manages assigned projects ensuring conformance with contract provisions.
23. Reviews and approves right-of-way and traffic control plans; monitors construction activities on City streets.
24. Oversees the maintenance of traffic accident reports and recommends appropriate corrective measures after review and analysis; conducts road and traffic control device inspections and inventories; assigns street addressing and naming and coordinates with affected parties.
25. Prepares and develops construction specifications and bid documents for public bidding

of projects; receives and analyzes bid results; makes award recommendations to the City Council.

26. Assists in the review plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards.
27. Performs other duties of a similar nature or level, as required.

QUALIFICATIONS

Knowledge of:

- Principles of management, supervision, conflict mediation, training and performance evaluation.
- Public administration and governmental operations.
- Public relations principles.
- Principles and practices of program/project management and development review and permit systems.
- Engineering principles and practices (including generally accepted best management practices), as well as federal, state and local regulations.
- Community norms and expectations related to Engineering programs, capital project design and construction, and engineering service delivery.
- Construction management practices and the application to a wide variety of civil engineering programs and projects.
- Operational characteristics, services and activities of an engineering program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of construction law, contract law, and municipal law.
- Advanced principles and practices of municipal budget preparation and administration.
- Modern office procedures, methods and computer equipment.
- Community norms and expectations related to traffic engineering programs.
- Community norms and expectations related to private and public development projects, as well as coordination with other agencies, companies or groups.
- Transportation planning principles and practices, including transit, bicycle, pedestrian and other modes (including generally accepted best management practices), as well as federal, state and local regulations; understanding and application of the Manual of Uniform Traffic Control Devices (MUTCD).

Ability to:

- Analyze and interpret project specifications, design plans, construction plans, schematic drawings, flow charts, project schedules and estimates.
- Effectively monitor, manage and evaluate employees.
- Prioritize and assign work.
- Manage multiple priorities simultaneously.
- Analyze and develop policies and procedures.
- Work in organized team efforts and assist in problem solving work-related issues for continuous improvement in work efforts.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Direct the operations of a modern engineering services division.

- Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
- Prepare and administer complex budgets.
- Analyze problems, identify alternative solutions and project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare engineering computations, plans and design; review engineering plans and specifications.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years or more of increasingly responsible experience in civil engineering including two years of administrative or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

License or Certificate

- Possession of, or ability to obtain, a valid Arizona driver's license.
- Possession of, or the ability to obtain, an Arizona Professional Civil Engineer registration within six months of hire.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; travel from site to site; exposure to noise, dust, dirt, and grease; exposure to inclement weather conditions.

Physical Conditions:

Modern office work environment; sitting or standing for prolonged periods of time; lifting and carrying job related equipment; operating assigned vehicle or equipment; general manual dexterity.