



ENGINEERING MANAGER

Department: Multiple
Job Class #: 923100
Pay Range: Professional 21

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional field and office managerial work in the field of civil engineering. Work primarily involves the coordination and supervision of activities in field and office units or provides expertise in the areas of system expansion and program development. The incumbent is responsible for a division or several sections, establishing division policies and programs and/or performing special project assignments. Assignments are typically of such breadth and complexity that the incumbent is required to anticipate and take positive action on relevant issues.

SERIES CONCEPT: This class is distinguished from the Civil Engineer 3 by its emphasis on managerial duties, supervision of first line supervisors, and the higher level and scope of responsibility for a number of functions. It is the highest level class in the engineering series.

ESSENTIAL FUNCTIONS:

- Manage, supervise and coordinate activities of the unit; determine work procedures, prepare work schedules and determine methods for expediting workflow. Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Manage special project assignments; consult with staff on issues pertinent to the effective functioning of the division.
- Manage the resources of several sections or a division through acceptable methods of planning, forecasting, review, feedback and control.
- Provide leadership and direction in the administration of operations; delegate authority to professional personnel commensurate with assigned responsibility; ensure proper performance.
- Train and educate staff on criteria and standards of section/division. Provide engineering guidance to staff and makes engineering recommendations to County officials and other departments.
- Assist in developing recruitment and selection processes for technical and professional level positions.
- Conducts performance evaluations and develops performance measures and standards.
- Investigate grievances involving subordinates and recommends resolution; recommend promotional and disciplinary action; approves leave requests and overtime; provides adequate coverage during staff absences.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Participate in the preparation of the departmental budget and is responsible for the allocation of funds within the appropriate budget areas. Make decisions on budget matters and cost control and monitoring.
- Coordinate Department activities with other governmental agencies. Ensure County compliance with state and federal regulations including technical and policy coordination with outside agencies.
- Participate in establishing and revising the Department-wide goals and objectives
- Oversee and the development, implementation and management of departmental project management systems; determine complexity of projects and assigns responsibility.
- Plan capital improvement programs for the department; integrate programming and operations with other departments; coordinate and monitor programs in accordance with overall county goals and objectives.

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ESSENTIAL FUNCTIONS: (continued)

- Evaluate the need for employing outside consultants; review the scope of the work to be performed and evaluate the performance of consultants.
- Utilize knowledge of civil engineering principles and practices in broad areas of assignments and related fields, and provide engineering advice, support and assistance to subordinates and to officials and other departments.
- Plan, research, and develop long range plans including the future planning for the expansion of existing programs, projects, capital facilities and assets.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Participate in, or prepare proposals for, labor negotiations and evaluate impact of alternatives on departmental operations.
- Represent the County in professional organizations.
- Establish and interpret standards and policies of various funding entities; provides input into new policies and legislation.
- May be on 24-hour call.
- Perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is reviewed for fulfillment of division and departmental objectives, conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department goals. Duties are carried out in accordance with departmental policies; however, the incumbent has wide latitude to develop methods and procedures for accomplishing objectives. Work is reviewed for overall effectiveness by an administrative superior or the County Engineer through reports, discussions, observations and results achieved. The position has full supervisory and administrative responsibility for assigned staff, including temporary hires, volunteers and projects assigned.

WORK ENVIRONMENT: The Engineering Manager works in an office environment on a daily basis and performs field-related assignments routinely. Travel to various field sites and meeting locations is required. Work is performed on a regularly scheduled basis and may include evening and week-end assignments.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. The physical activities include the use of finger dexterity to use and operate a personal computer and related engineering tools and equipment; reading and analyzing complex engineering reports, documents, specifications, and plans; communicating both orally and in writing with professional and technically skilled staff, developers, contractors, public and private officials; use of eye sight to inspect engineering documents and field work; prolonged sitting at a desk or while attending meetings; driving to various work sites locations; and working along-side hazardous road conditions. Lifting items weighing less than 40 pounds is done on a less frequent basis. Incumbent may experience prolonged periods of sitting or standing and be subjected to normal office noise and interruptions.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, organization, project and personnel management.
- Principles and practices of civil engineering specifically related to all phases of project development, planning, design, construction and maintenance of public works projects.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving
- The use of systems software, spreadsheet software and computers at the proficient level.

Ability to:

- Evaluate, assign and train employees.
- Effectively administer disciplinary action.
- Interpret and apply federal, state, and county regulations and legislation.
- Manage the work of other engineers, technicians, and administrative staff and to effectively manage monies, materials, and staff.
- Provide acceptable alternative solutions and to provide reliable advice regarding difficult engineering problems.
- Research and develop plans, goals, objectives and oversee implementation.
- Establish and maintain effective working relations with elected officials, county staff, and other groups and individuals.
- Speak convincingly before community and professional groups.
- Analyze current needs for equipment, space, personnel and other resources in order to project resource levels needed to accomplish overall county programs.
- Understand and analyze county revenues, expenditures, and needs to develop overall departmental programs.
- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff, including subordinate supervisors.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Respond to emergent situations on a 24 hour basis.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

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MINIMUM REQUIREMENTS TO APPLY: Certification as a Professional Engineer by the State of Washington, graduation from a four-year college or university with major coursework in civil engineering or closely related field, and five or more years of supervisory or management experience is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.