MAJOR FUNCTION

This is highly responsible managerial, professional, and technical work directing the review and approval of development or re-development projects that require water and sewer service. The position also entails directing the contract administration and inspection of Underground Utilities construction projects. Such projects may be private-development driven or part of the Department's Capital Improvement Program. The incumbent must develop and maintain contacts with the public, neighborhood groups, businesses, business groups, officials of county, state, and federal agencies, and consulting engineers. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Work is performed under the general supervision of the Manager-Water Utilities Engineering who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, directs, trains, and supervises the work of professional engineers and other engineering support staff assigned to the work unit. Directs and expedites water and sewer permitting, including the review of letters of agreement between the City and private developments. Ensures that reviews and approvals conform to the City's policies and specifications. Works with immediate supervisor and Manager-Water Resources Engineering in preparing revisions to development ordinances and other City regulations. Serves as a general resource to the public, developers, consultants, City management and staff by providing interpretations and consultations regarding City policies and regulations. Ensures that construction specifications are properly enforced, and that contractor change orders are justifiable and processed timely. Reviews and recommends approval of development refunds and reimbursements. Solicits bids and coordinates construction work for minor construction projects. Works with construction inspection staff in responding to citizen complaints involving construction projects. Educates internal and external customers on development reviews and utility construction project concepts. Recommends the hire, transfer, promotion, grievance resolution, or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Attends and represents management/work unit at staff meetings, conferences, seminars, workshops, public hearings, and other functions as is applicable and required. Prepares drafts of proposals and makes reports on completed assignments. Keeps abreast of innovations, developments and improvements in general and specific areas of responsibility. Performs related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of planning, design, construction, operations and maintenance principles and practices in the areas of roadways, water, sewer, and other capital improvement projects. Considerable knowledge of local, state, and federal regulations regarding water and sewer issues. Thorough knowledge of the modern principles, techniques and practices regarding contract administration. Thorough knowledge of the modern principles, techniques and practices of construction and construction inspection. Considerable knowledge of laws relating to the construction industry. Ability to read and interpret engineering and architectural plans and specifications. Ability to write construction specifications. Ability to make technical inspections and enforce regulations. Ability to maintain records and reports. Ability to plan, review, and assign work of subordinate personnel. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing. Ability to work with citizens,

neighborhoods, and internal and external agencies to develop broad based project consensus. Skills in public deliberations and capital projects planning and design. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional and administrative experience that includes project planning, development, design and/or construction; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess registration as a professional engineer at the time of appointment. Must obtain registration as a professional engineer in the State of Florida within one year from date of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license.

Established: 09-05-15