

**MAJOR FUNCTION**

This is highly responsible managerial, professional, and technical work directing the City's efforts to develop specific projects in the Capital Improvement Programs. Important contacts are required 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 upper management 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 engineering staff assigned to the work unit. Coordinates and expedites the development of capital projects with the public, City departments, county, state, and federal agencies. Develops capital improvement projects, Project Development and Environmental (PD&E) study reports with multi-disciplinary input from the public, City departments, other agencies, consultants, and others affected by the project. Develops and administers a citizen participation/public input process for capital improvement project and keeps the community advised and informed about the Capital Improvement Program and the progress of specific projects through various means, including news releases, information letters, speaking engagements, etc. Contracts with and manages Capital Improvement Program Design Consultants or City staff to prepare the required documents for project reports, design and construction drawings and bid advertisements. Coordinates City staff or consultants for development of the project final design from the project report. Makes recommendations for construction contract awards. Prepares and reviews agenda items for City Commission and or City Manager approval. Educates internal and external customers on capital improvement project design concepts, environmental assessments, and other aspects of project development, design, and construction. Develops and reviews interagency agreements. Recommends the hire, transfer, promotion, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares and monitors operating and capital budgets for work unit. 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 work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of planning, design, construction, operations and maintenance principals and practices in the areas of roadways, stormwater, water, sewer, transportation, and other engineering capital improvement projects. Considerable knowledge of local, state, and federal regulations regarding one or more areas of roadways, stormwater, water, sewer, transportation, and other engineering capital improvement projects. 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 and/or design; 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: 08-04-07  
06-17-22