

MAJOR FUNCTION

This is responsible professional engineering and managerial work in directing the Engineering Division of the Public Works Department. Duties are performed with considerable independence requiring the exercise of judgment and initiative in day-to-day operations. Important contacts are required with the public, officials of the county, state and federal agencies, contractors and consulting engineers. The work is performed under the administrative direction of the Director-Public Works who reviews the work through conferences, evaluation of completed projects and analysis of reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the planning, design, construction, and coordination of a large number of various municipal infrastructure projects including streets, stormwater facilities, underground utilities systems, sidewalks and parking lots. Prepares and monitors division operating and capital budgets. Reviews general government capital project submittals. Monitors status of, prioritizes, and schedules capital projects for Public Works Department and other segments of general government. Plans and coordinates the scheduling, funding, and implementation of the City road improvements program among City departments, Leon County, FDOT, and other governmental and private firms. Attends meetings and makes presentations to the Commission, community groups, other public officials, and serves on advisory committees. Prepares and reviews Commission agenda items. Responds to Commission, management, and citizen concerns and requests. Requires the use and exercise of independent judgment. Recommends the hire, transfer, advancement, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Provides expert testimony relating to building roadway, and stormwater and land acquisition through eminent domain. Keeps abreast of improvements and innovations in area of responsibility and incorporates practices and techniques into work as is appropriate. Serves as Department Director in absence of same. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of engineering as applied to the development and management of municipal public works programs. Thorough knowledge of municipal public works planning, design and administration. Thorough knowledge of the principles and practices of modern public administration and program management. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, organize, direct and coordinate public work and engineering activities and programs. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to perform extensive, responsible research, analysis and technical report writing. Ability to establish and maintain effective working relationships with other municipal officials, employees, contractors, engineering firms and the general public. Ability to express ideas on technical subjects clearly and concisely, both orally and in writing. Ability to address civic organizations or other public or private groups on subjects relative to public works programs and projects. Ability to prepare, develop, manage and present long-range public works and engineering plans and programs. Skill in the use of microcomputers and the programs and applications necessary for successful in job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field, and six years of professional and administrative public works experience that includes planning and design, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess registration as a professional engineer in the State of Florida at time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

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