

COUNTY OF SOLANO

ENGINEERING MANAGER

DEFINITION

Organizes, manages, and directs the activities of the Engineering Division of the Transportation department; manages and participates in various functions of the division including transportation planning, project planning, design, construction, permits, traffic engineering, surveying and land development activities; acts as a member of the department's management team.

CLASS CHARACTERISTICS

This is the professional management level class in the Engineering series with responsibility for planning, directing and overseeing a working unit within a larger department. Exercises discretion in applying general goal and policy statements. Assumes responsibility for the preparation and administration of assigned budget(s). Participates in the development and implementation of goals, objectives, policies and priorities. Ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations. This class is distinguished from the Transportation Director in that the latter has full responsibility over the department of Transportation.

SUPERVISION RECEIVED AND EXERCISED

Receives guidance and supervision from the Transportation Director.

Exercises supervision over professional and supervisory level staff members.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, directs and manages the work of the Engineering Division of the department; develops, schedules, assigns and monitors project activities by assigning and delegating work, setting standards, achieving goals and developing concepts and procedures; performs related personnel tasks such as hiring, discipline, guidance, and performance evaluation; develops and recommends policy changes and implementation.

Reviews project design plans, proposals and related documents; manages the implementation of County transportation improvements; reviews engineering plans for transportation projects; reviews and approves construction change orders and contractor pay estimates; reviews and approves technical reports prepared by outside agencies.

Coordinates and finalizes reports prepared by assigned staff members; presents reports and recommendations to the Board of Supervisors; brief individual board members on various issues; responds to requests from board members; prepares Board of Supervisors agenda items for review and approval by the Transportation Director.

Develops, plans, implements and monitors the budget process and expenditures of the division and related projects and functions; determines regional funding priorities for transportation projects; negotiates funding allocations for related projects; applies for grant and other specialized funding; provides input for the annual department budget preparation process.

Performs related administrative tasks; presents reports and recommendations to appropriate individuals and groups; represents the department at various meetings; presents information at meetings and addresses questions and concerns from the public and other attendees; conducts staff meetings.

Consults with officials, contractors, private consultants, other public agencies and the general public on related matters.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of the civil engineering profession.

Methods and equipment used in engineering tasks.

Strength, properties and uses of construction materials and appropriate methods for testing.

Principles and techniques of effective management and administration.

Training and accepted safety practices.

Transportation planning, project planning, design, construction, permits, traffic engineering, surveying and land development activities.

Skills to:

Utilize basic office equipment and engineering tools.

Drive a motor vehicle.

Ability to:

Plan, organize and supervise the work of professional and technical staff.

Prepare and direct the preparation of complex plans, specifications and legal contracts.

Administer the construction of large projects.

Prepare comprehensive reports.

Deal professionally with representatives of other divisions, agencies, contractors and the public.

Develop and implement operational procedures.

Develop, implement and effectively monitor program budgets.

Research regulations, procedures, and methods.

Experience and Education/Training

Experience:

Five (5) years of progressively responsible professional civil engineering experience, which includes three years of supervisory experience in design, construction inspection, survey and land development.

Education/Training:

Bachelor's degree **is required** from an accredited college or university in Civil Engineering.

SPECIAL REQUIREMENTS

Possession of a valid license as a Registered Civil Engineer issued by the California State Board of

Possession of a valid Class C California Driver's license is required.

Registration for Professional Engineers is required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Revised Date: February 2003

BOS Date: June 30, 2003

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