

MAJOR FUNCTION

This is responsible supervisory and professional level office and field work of an engineering specialty area. Duties include supervising engineering professionals such as Engineers III and/or executing program activities. Work is performed under the general supervision of a higher-level engineering professional or administrator and involves considerable independent judgment in executing program activities.

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

Serves as manager for municipal engineering programs, e.g. development review, stormwater, design, construction administration and inspection, etc. Conducts preliminary studies and prepares designs, plans, specifications, estimates, reports and standards pertaining to the construction, maintenance, and operation of a variety of projects. Supervises and schedules drafting and design technicians and engineers in their designated activities. Confers with contractors, subdivision developers and consulting engineers regarding plans and developments related to the engineering specialty area assigned. Reviews plans for compliance with City requirements. Administers a construction inspection program, certifies that construction work is in compliance to permitting agencies, and evaluates construction problems and provides engineering solutions. Prepares and administers program budget. Recommends the selection, transfer, promotion, grievance resolution or discharge of subordinate personnel. Conducts performance evaluations and recommends approval or disapproval of merit increases. Monitors all types of activities related to program area. Responds to citizen inquiries for services. Performs related work as required.

Other Important Duties

Maintains and develops specifications and project management procedures. Prepares proposals, makes reports and maintains records. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of the engineering specialty area assigned. Knowledge of laws, codes, and statutes relating to the design and administration of engineering projects. Ability to schedule and direct the work of subordinates. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to perform difficult engineering computations and to make comprehensive recommendations for the solution of engineering problems. Ability to maintain effective working relationships with other employees, other government agencies, and the general public. Skill in the use of microcomputers for engineering application, where appropriate.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional experience that includes public works, underground utilities engineering, design of stormwater facilities, or documented experience related to all facets of stormwater engineering; or an equivalent combination of training and experience.

Public Works: Possession of a bachelor's degree in civil engineering or a related field and five years of experience as a licensed professional engineer that includes public works, underground utilities engineering, design of stormwater facilities, or documented experience related to all facets of stormwater engineering; or an equivalent combination of training and experience.

Necessary Special Requirements

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

Must possess registration as a licensed professional engineer at the time of application. Incumbent must attain a registration as a licensed professional engineer in the State of Florida within one year from date of employment.

Established: 03-08-90

Revised: 06-14-94

03-30-00

08-12-03

08-17-05*

08-06-10

07-20-15