

Job Description

ENGINEERING MANAGER

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Performs complex engineering work of an administrative, technical and managerial nature in managing the Engineering and Transportation Divisions of the City of Maricopa Development Services Department. Plans and directs a diverse program of engineering design, new development coordination, construction, and administration.
- Reviews the design and the construction of improvements in public rights-of-way, the acquisition or abandonment of rights-of-way and the review and approval of improvement plans on city owned property.
- Plans and deploys the projects and initiatives called for in the City of Maricopa Regional Transportation Plan.
- Performs engineering plan review for residential, commercial, and industrial projects.
- Acts as the authority responsible for policy recommendations and for coordinating all engineering functions.
- Supervises, manages, plans, organizes and directs transit operations and performs transportation planning, administration and implementation; performs related work as required.
- Advises the Assistant Development Services Director and other officials on technical engineering matters and assists in projecting a broad plan of public improvements.
- Directs professional, technical and clerical employees in the Engineering and Transportation Divisions.
- Acts in a Project Manager capacity for various city projects, developing and controlling project schedules and reviewing and approving project assignments when necessary.
- Assists in preparation of departmental budget and the City's 5-year Capital Improvement Program.

- Prepares special reports and recommendations; represents City in dealings with other agencies and individuals or groups.
- Prepares and presents oral and written reports, graphic presentations, technical reports, and maintains system operational, activity, and performance records.
- Direct and supervise complex and politically-sensitive engineering and architectural programs.
- Work cooperatively with City Council, City management, private firms, and the general public.
- Communicate in the English language by phone or in person in face-to-face, one-to-one, or group settings.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Perform a broad range of supervisory responsibilities over others.
- Oversee department budget.
- Work safely without presenting a direct threat to self or others.
- Comprehend and make inferences from material written in the English language.
- Performs of other essential and marginal functions as assigned.

Minimum Qualifications

Bachelor's degree in civil engineering, civil engineering technology or construction management; five (5) years of professional level experience in civil engineering; engineering experience in a public-sector setting and significant supervisory experience preferred; Must be certified Civil Engineer in the State of Arizona or be able to obtain certification with three months. Possession of a valid Arizona driver's license.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and techniques of professional civil engineering theories, issues, trends, standards, and techniques applicable to public works
- Laws and regulations related to the business of the Engineering and Architectural Services Department
- Principles and practices of the planning, design, construction, and administration of municipal public works programs
- Principles and practices of personnel management and supervision
- Principles and practices of budget preparation and administration
- Contracting methods and techniques

Ability to:

- Apply federal, state, and local ordinances, regulations and codes applicable to municipal engineering
- Apply methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to public works projects
- Apply principles of supervision and training

- Apply budget preparation and control; ability to direct and supervise a comprehensive municipal engineering program
- Establish and maintain cooperative working relationships
- Express ideas clearly and concisely

Performance Aptitudes

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation. Must be capable of moving about on construction work sites.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.