

ENGINEERING SERVICES MANAGER III

JOB PURPOSE AND SUMMARY

Engineering Services Manager III incumbents are responsible for supervising and planning the activities and operations of an assigned section within a division or program in the Departments of Community Development or Public Works. Section assignments range from: Transportation Program, including Transportation Concurrency and Traffic Engineering/Operations; Capital Improvements Program, including Design, Survey, Real Property Services, Construction Management, Project Management, and Environmental Permitting; Engineering Services, including Inspection, Preliminary Review, Final Site Plan Approval and Final Plat Approval; and the Clean Water and Solid Waste programs.

CLASSIFICATION DISTINCTIONS

Incumbents receive administrative direction from an Engineering Division Manager, and exercise direct supervision over professional and technical staff that performs inspection, engineering, program and project management duties.

Responsibilities and programs are highly complex and visible and require the application of specific technical knowledge and independent judgment. Duties are accomplished with minimal supervision and involve a high degree of accountability.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Supervises professional, technical and support staff, including recommendation for hire, promotion or discharge; initiates layoff, transfer and recall of staff; plans, directs, assigns and coordinates work; establishes standards of performance, evaluates performance, and initiates appropriate discipline as necessary.
- Prepares preliminary budget information for the Section and monitors actual expenditures; justifies funding and expenditures for section programs.
- Participates in the development and implementation of goals, objectives, policies, budget, and priorities for projects. Provides routine reports on project management performance measures.
- Serves as subject matter expert in specialized field on cross-functional project teams.
- Identifies opportunities for improving project management systems and procedures by conducting periodic reviews of projects in progress. Recommends and implements policies and procedures related to project management.

- Interprets administrative policies to subordinates, other departments, consultants, contractors and the public.
- Attends and participates in professional group meetings; stays apprised of new trends and innovations within specialized field; communicates trends to staff and implements best practices.
- Develops and maintains effective relations with the public and represents the Department on various committees; at neighborhood organization and community meetings; public hearings; before governmental bodies and in legal processes.
- Prepares complex technical and administrative reports and develops critical correspondence and comprehensive reports in support of projects and decisions.
- Coordinates with other sections and departments on issues related to project delivery, grant and contract administration.
- Ensures compliance with safe work practices and rules.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering, transportation, geology, planning, biology, environmental science, or any other discipline applicable to the requirements of the position; and
- Five years of increasingly responsible engineering and project management experience, including the supervision of professional and technical staff.

License or Certificate:

- Possession of, or ability to obtain, a valid driver's license required; and
- Certification as an Engineer-In-Training (EIT) and Professional Civil Engineer in the State of Washington highly desired; and
- Certification and/or license in specialized field desired.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: The principles and practices of public sector organization and program operations; principles and practices of staff selection, supervision, training and evaluation; project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development, justification, and control; application and interpretation of County, state and federal laws and regulation relevant to the program area; pertinent Federal, State, and local laws, codes, and regulations; contract negotiation and administration; departmental policies and procedures; innovations, trends and best practices within the specialized area.

Ability to: Effectively plan, assign, direct, and evaluate the work subordinates, including delegating responsibility and authority; carry out policy directives of the governing authority in an effective and timely manner; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; supervise the preparation and maintenance of records and prepare comprehensive technical reports; interpret and explain pertinent Federal and State laws and County codes and procedures; set and meet deadlines; facilitate communication, negotiation and problem solving among developers, contractors, engineers, citizens and program staff; and establish and maintain effective working relationships with those contacted in the course of work; communicate and express ideas effectively - orally and in writing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting with occasional field work associated with site visits/meetings. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

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Revised: