

Position Code: 2580	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise, manage, and coordinate all operations of the engineering division. The class is responsible for planning and managing engineering activities, supervising subordinate staff, developing policies and procedures, preparing long-range goals, serving as liaison, and coordinating and overseeing related customer service efforts. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Plans and manages all engineering operations and activities in assigned division in order to meet the goals of the City Council and City Manager and to serve as liaison between City management and the engineering technical staff.
- Oversees engineering functions such as the design review process, capital project design, construction management, customer service efforts, and other engineering programs.
- Develops and interprets policies and procedures to ensure flow of operations and accomplishment of goals.
- Prepares, approves, evaluates, and maintains related engineering reports and other information such as specifications, project invoices, proposals, grant applications, permits, and/or budgets.
- Coordinates project implementation by interacting with the various parties involved and makes recommendations for engineering and project success.
- Supervises, trains, and evaluates subordinate staff.
- Investigates and responds to inquiries and concerns for contractors, staff, the general public, and other organizational agencies.
- Represents department as directed at meetings of City Council, regional authorities and the public.
- Gathers and maintains information to support periodic and special reports documenting activities in engineering division.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as serving on committees and preparing emergency/contingency planning.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, administrative, or professional principles.
Reasoning Requirements	Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, concepts of analytic geometry, differentiation and integration of algebraic functions, or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use advanced mathematical concepts and models.

Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in civil engineering or a closely related field. Master's degree preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of ten years of managerial, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires Professional Engineer License issued by the Commonwealth of Virginia.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.