



PURPOSE OF THE CLASSIFICATION: Under general supervision performs supervisory work in the coordination of engineering projects and other related assigned duties.

ESSENTIAL TASKS:

- Manages projects from conception to completion
- Coordinates, reviews, and approves plans and specifications
- Negotiates, administers, and monitors contracts, service agreements, and change orders
- Supervises staff, including the prioritization and assignment of work and ensuring that staff is trained
- Reviews and coordinates responses to and the provision of information for internal and external customers Prepares and presents status updates and comprehensive reports
- Processes and manages customer comments
- Prepares budget requests and monitors budget compliance
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience:

Must meet the following minimum requirements or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in engineering; **and**,
- (b) Seven (7) years of progressively responsible experience in engineering.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of engineering principles and practices
- Considerable knowledge of the equipment, materials, and methods used in construction and maintenance projects
- Good knowledge of the methods and techniques of land surveying
- Good knowledge of safety rules and regulations relating to construction and maintenance projects
- Good knowledge of real estate law, title work, and property descriptions

Ability to:

- Ability to plan, coordinate, and oversee a variety of construction and maintenance projects
- Ability to prepare, review and interpret engineering plans, and specifications
- Ability to plan and conduct public and technical meetings and to make presentations
- Ability to coordinate land acquisition with designers, contractors, lawyers, and involved parties
- Ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 40 pounds; occasional pushing and pulling up to 40 pounds; may be subject to walking, standing, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.



CLASS TITLE | LEAD ENGINEER
PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Class Code: 1051

Effective Date: 11/02/2022

Licenses and Certificates:

1. Must possess a valid Oklahoma Class "D" Driver License; **and**,
2. Possession of a Professional Engineer's License for the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally outdoors and in inclement weather; construction sites both indoor and outdoors; and requires some travel to various locations to conduct inspections and surveys.

EEO Code: E-01

Group: Engineering, Planning and Technical

Series: Professional Engineering