

## **CLASS TITLE: PUBLIC WORKS DESIGN ENGINEERING MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for professional administrative and engineering work in directing the activities of the Public Works Engineering Division involved in the planning, design, and contract management for the water, sanitary sewer, transportation, stormwater and public facilities and directs the graphics and computer-aided drafting and design area; and performs other related required duties.

### **ESSENTIAL TASKS:**

- Manages the operation of the Engineering Design Section
- Manages the preparation of construction plans and specifications
- Recommends approvals on agreements, reports, and contracts, payments, change orders and amendments
- Conducts staff, project and design meetings
- Monitors the work performance of employees, engineers and contractors
- Manages the development of long-range capital improvement plans
- Manages the development of the capital/operating budget
- Conducts employee/engineer interviews
- Reviews and approves designs
- Reviews specifications and cost estimates prepared by division personnel and analyzes plans for construction projects prepared by consulting engineers and coordinates firm's contractors
- Supervises and participates in engineering studies and research plans
- Maintains liaison with other private and public organizations as may be required by departmental projects
- 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: Graduation from an accredited college or university with a bachelor's degree in civil engineering and nine (9) years of progressively responsible experience in water, wastewater, transportation, stormwater and public facilities.

Knowledge, Abilities and Skills: Comprehensive knowledge of municipal engineering objectives, purposes, methods and practices; comprehensive knowledge of the principles and practices of Public Works engineering, particularly as they apply to the design and planning of water, wastewater, transportation, stormwater and public facilities; considerable knowledge of the laws, ordinances and regulations relating to the planning, development, construction and maintenance of water, wastewater, transportation, stormwater and public facilities; and considerable knowledge of modern developments, current literature, and sources of information regarding Public Works engineering; some knowledge of computer-aided and design system. Ability to plan, direct and supervise the work of professional and sub-professional engineering personnel engaged in a variety of planning design activities; ability to supervise important and difficult engineering projects; ability to prepare comprehensive reports and recommendations; and the 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, telephone, and calculator; occasional lifting and carrying up to 5 pounds; may be subject to walking, standing, sitting, reaching, and kneeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a professional engineer in the State of Oklahoma.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

Page 2 (continued from Public Works Design Engineering Manager)

**Class Code: 1066**

**EEO Code: E-01**

**Pay Code: EX-56**

**Group: Engineering, Planning and Technical**

**Series: Professional Engineering**

**Effective date: April 12, 2001**