



Town of Oro Valley Classification Description

Title: **ENGINEERING DIVISION MANAGER**

Department: Public Works

Job Code: 3110

Salary Grade: 124

FLSA Status: Exempt

POSITION SUMMARY:

This position reports to and provides highly responsive and complex support to the Public Works Director. Under general supervision, manages the Engineering Division including transportation engineering, traffic engineering, pavement management and associated special projects.

ESSENTIAL JOB FUNCTIONS:

- A. Manages the Engineering Division of the Public Works Department including transportation engineering, traffic engineering, pavement management and associated special projects.
- B. Evaluates, oversees, reviews and prepares design and construction documents involved in the construction, maintenance and repair of streets, Capital Improvement Program (CIP) and other associated public structures in conformance to all applicable Town Code requirements. Once approved, works directly with the Procurement Manager to accomplish the work.
- C. Administers engineering projects and meets with construction managers, consultants and inspectors to resolve construction issues.
- D. Prepares conceptual design and cost estimates for the development of project budgets and works with other State and Federal agencies to seek alternative funding sources for projects.
- E. Advise, consult and provide information to the Public Works Director, Town Engineer, division managers within the department, other town departments, outside agencies, neighborhood organizations, the community and citizens regarding the activities, interpretation, compliance and enforcement of the Town codes and standards under Engineering Division Manager's purview.
- F. Assigns, manages, reviews and evaluates the work and/or projects of division staff to ensure that transportation engineering, traffic engineering, pavement management and associated special projects meet regulatory requirements.
- G. Assists the Director in the development and implementation of short and long range strategic plans for the Town's engineering and associated needs, service goals and objectives.
- H. Evaluates/analyses, prepares reports, provides recommendations and keeps the Public Works Director fully informed on all pertinent issues.

- I. Assist the Director in the following: development, planning, implementation and management of the department's goals, objectives, and work; recommend, review and update administrative practices, procedures and policies; evaluate efficiency and effectiveness of operations, procedures, and use of resources; implementation of improvements; and development of department performance measures and standards.
- J. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service for both internal and external customers.
- K. Respond to and resolve difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- L. Assists with the forecasting, development and monitoring of the department budget.
- M. Assigns, tracks and reviews work assignments of division personnel.
- N. Provides timely and relevant performance reviews of division personnel.
- O. Mentor staff and provide a positive leadership example.
- P. Foster teamwork between divisions within the department and other Town departments.
- Q. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing engineering.
- Knowledge of management and/or supervision principles and possession of strong leadership skills.
- Knowledge of project planning and construction management principles and contract administration.
- Knowledge of the various construction delivery methods as allowed by State law.
- Skill in reading and understanding design and construction documents and other related engineering documents.
- Ability to be an active, positive and contributing team member of the Department's Management Team.
- Knowledge of budget and fund control practices and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing plans and solutions to complex problems.
- Excellent verbal and written communication skills.
- Ability to make clear presentations to Town Council, Boards and Commissions, outside agencies, citizens, and other interest groups.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments, outside agencies and the general public.
- Knowledge of trends and practices of strategic and program planning principles, project management and engineering.
- Knowledge of personal computer hardware, software, including CAD for the drafting and designing of projects and applicable data base systems.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Engineering or related field.
- Seven (7) years' experience in engineering including two (2) years at a supervisory level;
OR an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.
- Field inspections or tours are required.