

Adopted: September 2001, Revised: _____

Class Title: Engineering Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages the engineering and construction activities of the Utility Department. Responsible for capital construction costs and the engineering bureau's operating costs. Provides technical consultation to the water production, water distribution, wastewater collection, and management bureaus. Develops engineering and administrative staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Administers the construction programs by managing, directing, and designing the programs, planning and analyzing needs and resources, supervising and directing professional and technical staff, negotiating contracts, change orders and professional services agreements, preparing budgets, estimates and other financial concerns.
2	L	Provides technical guidance to the departments by analyzing issues, requirements and resources, preparing reports, sketches and cost estimates, overseeing and reviewing staff activities, providing information and direction and advice.
3	L	Mentors staff by assessing and implementing training and improvement needs, assisting, teaching, coaching, encouraging, recognizing and developing personnel.
4	L	Performs administrative duties by working outside the department to assist with larger city needs such as quality and continuous improvement, staffing and organizational redesign, and any other duties necessary to fulfill the departmental requirements and potential.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Ten years experience in Civil Engineering or Utilities.
Certifications and Other Requirements	Valid Driver’s License, Virginia Professional Engineer's License
Reading	Work requires the ability to read contracts, reports, technical articles, maps and computer screens.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as perform design calculations and analyze financial reports at a college level.
Writing	Work requires the ability to write technical reports and letters.
Managerial	Managerial responsibilities include researching, planning, estimating and scheduling complex and simple design and construction projects, planning staff resources and reassessing work load.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, inspection of construction sites, presentations
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Inter-office, to/from construction inspection sites, to/from meetings
Lifting	O	Office supplies, computer equipment, maps, books, manuals, boxes
Carrying	F	Office supplies, books, reports, briefcase
Pushing/Pulling	O	Office furniture
Reaching	F	Maps, drawings, books
Handling	O	Office supplies, computer equipment, maps, books, manuals, boxes, drawings, reports, files, briefcase
Fine Dexterity	F	Computer keyboard, calculator, writing, drawing
Kneeling	O	Inspection and observations of construction sites
Crouching	R	Inspection and observations of construction sites
Crawling	R	Inspection and observations of construction sites
Bending	O	Inspection and observations of construction sites, filing in file cabinet drawers
Twisting	O	Inspection and observations of construction sites
Climbing	R	Inspection and observations of construction sites, stairs, steps
Balancing	O	On stairs, steps, carrying multiple items
Vision	C	Computer, desk work, reading, writing, presentations, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisors, Public Works, Human Resources, Planning staff, citizens, customers, division and bureau heads, organization redesign staff, meetings, presentations, cellular telephone, pager
Talking	F	Telephone, co-workers, staff, supervisors, Public Works, Human Resources, Planning staff, citizens, customers, division and bureau heads, organization redesign staff, meetings, presentations, cellular telephone
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle, radio, pager, cellular telephone, measuring devices, Standard Microsoft Windows and Office software, Hansen, Internet/Intranet, System flow modules

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	M	Office Environment	X
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

- (1)
- (2) Construction sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes/boots, confined space equipment

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)