

ENGINEERING SERVICES DIRECTOR

Position Code: 1601

WC Code: 8601

FLSA Status: Exempt

Pay Grade: 363

Location: Engineering

Approval Date: 2019

General Statement of Duties

Performs complex professional, technical and administrative work directing the operation of the Engineering Department and the planning, design, and construction of Town projects.

Distinguishing Features of the Class

An employee in this class plans, organizes, and directs the work of employees engaged in a wide variety of municipal projects. The employee provides technical advice and assistance to the Deputy Town Manager, Town Manager and the Board in the long range planning, design, construction improvement, and maintenance of water and environmental resources, streets and other infrastructure. Work also includes contract management, handling citizen issues, budget, and personnel administration of the department. The employee represents the Town to a wide variety of citizens, developers, state and federal regulatory officials, media, etc. Work is performed under the direction of the Assistant Town Manager.

Duties and Responsibilities

Planning, directing, coordinating and supervising the operations, services and staff of the department.

Overseeing the planning, design, construction and inspection of public facilities and projects.

Overseeing the preparation and maintenance of engineering maps, graphics, files and records.

Overseeing the maintenance and administration of the Public Services GIS system.

Performs civil engineering duties as required to facilitate customer response to inquiries on drainage, plan reviews and other engineering responsibilities.

Performs selection, promotion, training, counseling and disciplining of department personnel in consultation with the Deputy Town Manager.

Sets priorities and deadlines, and provides guidance and direction.

Supervises the Engineering Department's role in supporting the Land Development process.

Supervises Phase II Stormwater Program.

Supervises the provision of Traffic Engineering Services.

Prepares annual budget and monitors day to day department expenditures.

Attends public meetings and committee meetings as required in the performance of duties.

Performs related tasks and special projects as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of civil engineering design principles and engineering practices as applied to department functions.

Thorough knowledge of the principles and practices of public works and water and environmental resource administration, planning, and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations.

Thorough knowledge of modern governmental budgeting, personnel and purchasing practices.

Ability to supervise subordinate personnel including effective communications, motivations, staffing and coaching.

Ability to interpret and prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors, developers and the general public.

Ability to present ideas effectively in oral and written form.

Physical Requirements

Must be able to perform the physical life functions of reaching, fingering, pushing, pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

Minimum Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, or related field, and five to seven years of professional experience in municipal engineering, maintenance, construction and operation of a public utility system; or an equivalent combination of education and experience.

Special Requirements

Possession of an appropriate valid North Carolina driver's license.

Registration as a Professional Engineer in the State of North Carolina.