

# ENGINEERING SERVICES MANAGER

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Position Code: 2709

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 363

Location: Engineering

Approval Date: 2022

## **General Statement of Duties**

Performs complex professional, technical, and administrative work managing the operations 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 infrastructure projects. The employee provides technical advice and assistance to the Public Services Director, Assistant Town Manager, Town Manager and the Board in long-range planning, design, construction improvement, and maintenance of water and environmental resources, streets and other infrastructure. Work also includes contract and project 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 Public Services Director.

## **Duties and Responsibilities**

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

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

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

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

Performs selection, promotion, training, and necessary disciplining of department personnel in consultation with the Public Services Director.

Sets priorities and deadlines and provides guidance and direction.

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

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.