



Engineering Section Manager-PE

Category: Exempt
Pay Grade: E29
Job Code: 16836

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible senior management, professional, administrative, and supervisory work directing systems engineering and technical support group functions; directs and supervises engineering, technical, and administrative staff and resources preparing and implementing plans and designs for maintaining and developing infrastructure by utilizing a specialized segment of professional engineering related services and activities covering, but not limited to: water/sewer collection, distribution, transmission, treatment, disposal, production, civil/structural, surface water/stormwater, utilities, roadway, infrastructure, solid waste, or other public works facilities necessary to implement major capital improvements; maintains and develops existing or new engineering support and initiatives; manages engineering programs and construction delivery methods for very large projects that may include design-bid-build, design-build, or general contractor/construction manager efforts; performs business analyses, strategic planning, organizing, preparation, planning, coordinating, administration, and reviewing the work of engineering staff, consultants, contractors, administrative officials, and other personnel; may perform as official Engineer of Record on projects, requiring that the incumbent sign and seal documents.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Directs and supervises engineering, technical, and administrative staff and prepares and implements a specialized segment of professional engineering related services and activities covering, but not limited to: water/sewer, civil/structural, utilities, roadway, infrastructure, solid waste, or other major public works associated CIP plans, designs, and acquisitions;
- Supervises technically complex, high visibility, and controversial capital improvement projects and programs involving several design specializations including the planning, cost estimating, development, tracking, and reporting on civil engineering services, such as, roadways, bridges, wastewater, water and solid waste systems, or other infrastructure projects;
- Signs and seals documents performing as the Engineer of Record tasks utilizing their Professional Engineering certification from the State of Florida;
- Provides oversight strategy, vision, and guidance over engineering consultants and internal staff, relating to design and environmental reviews, right-of-way, and permit acquisition and compliance;
- Oversees complex projects with responsibility for planning and implementation modeling, permitting, and the design of various facilities, roadways, and miscellaneous projects, adhering to relevant codes, regulations, and resolves design issues related to construction projects;
- Supervises and leads in negotiations, tracking, and managing of consultant contracts, interagency and internal service agreements, and professional engineering processes;
- Supervises and coordinates management of large interdepartmental, cross-functional, multidisciplinary engineer, and technical project groups and teams;

- Ensures timely, efficient, and effective preparation and presentation of technical reports and information to senior managers and project stakeholders;
- Implements policies and procedures to ensure compliance with appropriate laws, permits, regulations, and codes;
- Motivates, coaches, trains, and mentors staff;
- Provides grant and budget management;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree and Professional engineering certification from the State of Florida and ten (10) years of progressively responsible technical, professional, and administrative functions in business administration, project management, civil engineering, environmental management, accounting, or related field that includes four (4) years performing project manager tasks with leadership experience managing major capital improvement projects (CIP) initiatives, strategic planning, and implementation of complex public works projects in combination with two (2) years of organization leadership or supervisory experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing a degree in civil engineering, environmental engineering, or related field with registration as a Professional Engineer in the State of Florida.
- Candidate to demonstrate competence and/or possess certifications in one or more construction, engineering, CIP project management, civil, structural, wastewater, water, solid waste, or other public works related fields.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of environmental codes, hydraulic modeling, design of applicable public works facilities, and adhering to relevant codes and regulations;
- Knowledge of project management principles and procedures;
- Knowledge of principles, practices, and policies of sound business management;
- Skill in communicating, preparing, and making presentations to staff and senior management;
- Skill in conducting meetings and preparing written documents that concisely convey ideas, plans, or status;
- Skill in managing and directing assigned staff involved in projects;
- Skill and ability in using and operating a variety of office and computer equipment and related software;
- Ability to assign, instruct, direct, and review the work of assigned technical, professional, and clerical staff;
- Ability to lead and manage diverse projects from initiation to conclusion;
- Ability to coordinate and supervise application development and related support activities associated with project management for the department;
- Ability to schedule, review, and evaluate the work of others as to status and development of assigned projects;
- Ability to evaluate new technical developments in view of organizational plans and objectives and assesses applicability to the requirements of the organization;
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology;
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports;
- Ability to compile, recommend, and monitor budgets;
- Ability to deal with vendors in the negotiation, preparation, and management of applicable contracts;
- Ability to read, interpret, and follow procedural and policy manuals related to the job tasks;
- Ability to establish and maintain effective working relationships with other employees, officials, agencies, and the public;
- Ability to resolve problems dealing with conflicting opinions, priorities, and agendas;
- Ability to implement capital improvement plans, major construction projects, and new technology systems.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.