City of Irving Job Description

Engineering Manager

FLSA Status:	EXEMPT	**Job Department:**	Capital Improvement Program (CIP)
Job Code:	K131	**Reports To (Job Title):**	CIP Director

PURPOSE

To support the Director in planning, managing, and overseeing the activities and operations of the Capital Improvement Program (CIP) Department. Also to coordinate infrastructure activities and capital improvement projects with several city departments including the Planning & Development, Water Utilities and Traffic & Transportation Departments of the City, as well as, other government agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop and implement department goals by recommending and administering policies and procedures.
- Manage the various Departmental programs, including defining projects, creating estimates, administering budgets, overseeing the construction progress, and managing department budgets.
- Respond to and resolve difficult and sensitive inquiries by general public, developers, and organizations on specific engineering projects and public works matters.
- Represent the Capital Improvement Program (CIP) Department at Planning/Zoning Commission meetings, City Council meetings, TIF board meetings, and other meetings with City or outside groups.
- Coordinate with other City departments on outside agencies, in-house and outside consulting engineers, franchise utilities, and other related issues.
- Coordinate the development of the Geographic Information System (GIS) for the City with other City departments.
- Work with various federal, state, and regional public agencies, utility companies, construction companies, engineers, and architectural firms relative to in-house projects.
- Supervise, direct, prioritize and coordinate the activities of a section of the Engineering Department.
- Forecast and revise budgets for projects, staffing, equipment, and material.
- Monitor work flow and reviews and evaluates work products, methods, and procedures.
- *As assigned,* manage large capital improvement construction projects and highway interchange projects.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in a variety of boards, committees, professional groups, and organizations concerning public works and engineering matters.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3-16 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 9-11 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Estimate engineering costs and associated construction costs for budgetary purposes.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree (B.S.) from accredited four year college or university in Civil Engineering or related degree.

EXPERIENCE

- Five (5) years of professional engineering experience, including two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- Certificate of Registration as a Professional Engineer.

KNOWLEDGE OF

- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Computer hardware and software including applications and programming, especially CAD and other technical design related programs.
- Customer and Personal Service: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Regulations: Federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.

SKILLS AND ABILITIES IN

- System Perception: Discerning when important changes have occurred or likely will in a system.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Statistical Analysis, Critical Evaluation, and Methodical Execution: Applying advanced mathematical concepts, analyzing complex problems, identifying alternate solutions, project consequences of proposed actions, and implementing recommendations in support of goals.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

GUIDANCE RECEIVED

Departmental Goals and Priorities
Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Interacts with outside agencies such as TxDOT, DART, DFW Airport, Grand Prairie, Dallas, Coppell, Dallas County, NCTCOG, flood control districts, and outside engineering consulting firms. Other cities through the American Public Works Association and American Society of Civil Engineers.

EQUIPMENT AND PROPERTY

Computer, printers, plotters, cell phone, calculator and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to see, talk, listen, and/or sit. Frequently, s/he is required to drive a vehicle, stand, and/or walk. Occasionally, s/he is required to climb, crawl, and/or stoop. Rarely, s/he is required to kneel, lift up to 10 pounds, push, pull, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, electrical hazards, moving mechanical parts, noise, and/or extreme temperatures or weather conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

***** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.