



City of Irving Job Description

MDU Programs Administrator

FLSA Status:	EXEMPT	Job Department:	CIP
Job Code:	34151	Reports To (Job Title):	Engineering Manager

PURPOSE

To provide guidance and direction to in-house professional and technical engineering staff and perform advanced professional engineering work in the design, investigation, and construction of public works and related projects. Also to oversee field construction inspection operations associated with design projects and oversee the drainage maintenance operations

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Plan, organize, and evaluate the functions and activities of the design engineers, technicians and graphic illustrators for the development of construction plans for infrastructure projects.
- Oversee the design and preparation of plans and specifications for public works construction and improvement projects.
- Manage field construction operations for various tasks, which includes interpreting plans, monitoring progress, resolving problems, approving monthly estimates, revising designs, and approving change orders.
- Manage the drainage maintenance operations including maintenance crews, heavy equipment operators, equipment and facilities.
- Work with the public to resolve complaints regarding in-house projects.
- Oversee the construction of design projects to include coordination with franchise utilities, construction inspectors, contractors, and survey crew as necessary for construction of projects.
- Direct the in-house design department and the drainage maintenance operations in the development and implementation of goals, training objectives, and priorities.
- Oversee the preparation of contract specifications, review contracts, and recommend and examine products for infrastructure projects.
- Coordinate with various federal, state, and regional public agencies, utility companies, construction companies, engineers, and architectural firms relative to in-house projects.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in resolving work problems and explaining administrative policies to subordinates, consultants, contractors, and the general public.
- Assist in coordinating section activities with those of other sections, departments, and outside agencies and organizations.
- Provide technical and material specification information to consulting engineers and suppliers.

SUPERVISORY RESPONSIBILITIES

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 11-13 employees.

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 20 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administer construction contracts and approve invoices up to \$20 million annually.

QUALIFICATIONS:

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

EDUCATION

- Civil Engineering Bachelor's degree (B.S.); *or*
- A Bachelor's Degree in Environmental Sciences or a related field of study from accredited four year college or university, with one (1) year of additional experience.

EXPERIENCE

- Five (5) years of professional engineering or otherwise relevant experience, with two (2) years of supervisory responsibilities, is required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license.
- Certificate of Registration as a Professional Engineer is *preferred*.

KNOWLEDGE OF

- Design: Advanced/complex design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Building and Construction: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- 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

- **Project System Ability:** Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- **Budget Management:** Developing plans and budgets; comparing them against actual activity.
- **System Analysis:** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **System Evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- **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.
- **Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **High-Quality Interactive Presentations:** Effectively presenting information and responding to questions from various groups of managers, residents, and businesses; must possess excellent presentation abilities.
- **Analysis & Complex Problem-Solving:** Applying advanced mathematical concepts, analyzing complex problems, identifying alternate solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- **Technical Reasoning:** Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with multiple abstract and concrete variables; note that this skill is a must for this position.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Frequently interacts with: Water Utilities, Traffic, Parks and Recreation, Police, Fire, Code Enforcement, Building Inspections, Real Estate Services and Information Technology. Often will interact with outside agencies such as Dallas County, DART, TxDOT, Flood Control Districts, Trinity Railway Express, franchise utilities, neighborhood and homeowners associations and residents.

EQUIPMENT AND PROPERTY

This position regularly utilizes a personal computer, cell phone, calculator, automobile and camera.

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 is constantly required to listen, see, sit, stand, talk, and walk. Frequently, s/he is required to drive a vehicle. Occasionally, s/he is required to stoop.

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 may encounter moving mechanical parts and extreme temperature or weather conditions. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Occasionally, s/he is exposed to noise.

* 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.