General Statement of Duties

Directs multiple engineering related divisions for the Department of Public Works including establishing a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives.

Distinguishing Characteristics

There are four general management classes in the engineering series, which includes the Engineer Manager, Senior Engineer Manager, Engineer Director, and Engineer Executive.

The Engineer Manager is a first level management class. An Engineer Manager oversees a professional engineering work group within a division and is generally responsible for supervising first or second line supervisors and individual contributors.

The Senior Engineer Manager is between the first level manager and the mid-level management classes. The Senior Engineer Manager has multiple areas of responsibility over distinctive work groups and has independent supervision over each area. Additionally, a Senior Engineer Manager is generally responsible for supervising first or second line supervisors.

The Engineer Director is a mid-level management class. An Engineer Director manages a division and is generally responsible for supervising managers, supervisors, and individual contributors.

The Engineer Executive is the highest-level management class in the engineer series. An Engineer Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors.

The City Engineer is a one incumbent class and the position is responsible for the financial, operational, and administrative functions of all engineering activities within the city.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of City Charter, ordinances, and legal and professional regulations and objectives.

Work assignment is unstructured, and employee is responsible for establishing and directing the mission, vision, and objectives of the organization.

Duties performed involve weighing and evaluating multiple complex and abstract factors requiring a high degree of concentration, analytical ability, judgment, problem solving, and an external awareness on a variety of political, business, and community factors.

Employee is responsible for directing multiple divisions, generally with city-wide responsibilities, that require developing and implementing strategies, objectives, and policies; defining an organizational structure and required resources; establishing organizational performance standards; and providing leadership for the organization and the community.

Level of Supervision Received & Quality Review

Work is reviewed for the attainment of strategic goals, overall service delivery, compliance, and fiscal accountability with specified city-wide objectives from City Charter and Ordinances.
Interpersonal Communication & Purpose

Communication at this level is primarily externally focused. Involves establishing and maintaining effective working relationships with employees, other executives, and elected/appointed officials. Serves as the principal representative accountable to community-based organizations, the business community, and/or the public for critical issues that affect the department and/or the city.

Level of Supervision Exercised

Directs multiple divisions of a department by supervising directors, managers, supervisors, and individual contributors.

Essential Duties

Directs multiple engineering divisions and is responsible for the financial, operational, and administrative functions for the following divisions: Capital Projects, Traffic Engineering, Right-Of-Way Services, and Right-Of-Way Enforcement and Permitting as well as oversight of Bond Programs and the city’s involvement with major regional transportation and infrastructure projects/programs.

Establishes the long-term vision and strategic plan for the organization in conjunction with the appointing authority, other executives, directors, and managers while integrating the perspectives of policy makers and elected officials into plans.

Provides technical engineering advice and assistance to other departments, elected and appointed officials, other governmental jurisdictions, and consultants in the planning and execution of public works system improvements, programs, projects, and other engineering matters.

Possesses an understanding of the objectives of both internal groups and external organizations to collaborate and gain support for Public Works and citywide programs, projects, and goals for current and future concerns and regulatory compliance.

Reviews and recommends grant writing strategies to leverage city dollars for system improvements in coordination with other governmental agencies and/or private partners.

Manages the development and implementation of the organization’s goals, objectives, policies, and priorities that enable employees and the organization to be successful now and in the future.

Creates overall organizational design and optimizes resource allocations based on the long-term vision of the organization and available financial resources.

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision-making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders that add value to the overall management of the organization.

Represents the department in meetings with elected and appointed officials and other city entities.

Serves as the city representative with a variety of public, business, and community organizations and fosters collaborative relationships to the benefit of the organization.

Ensures divisions/department accomplish annual work plans, strategic initiatives, and performance standards.
Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization’s strategic and operational methods.

Oversees the financial status of the organization including developing long and short range financial plans. Monitors the budget to ensure sound financial controls are in place. Sets financial priorities to ensure the organization is operating in a manner that supports the city’s financial goals.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

None

**Education Requirement**

Bachelor’s Degree in Engineering.

**Experience Requirement**

Five (5) years of experience at the type and level of Engineer/Architect Director.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.
Requires registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or requires registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflict.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting:** remaining in the normal seated position.
- **Handling:** seizing, holding, grasping, or otherwise working with hand(s).
- **Talking:** expressing or exchanging ideas by means of spoken words.
- **Hearing:** perceiving the nature of sounds by the ear.
- **Repetitive motions:** making frequent movements with a part of the body.
- **Eye/hand/foot coordination:** performing work through using two or more.
- **Lifting:** raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal Check
- Education Check
- Employment Verification
- Licensure/Certification Check
- By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
### Class Detail

Pay Grade: E-825  
FLSA Code: Y  
Management Level: 3  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date:  
Revised By:  
Class History: