



Office of Human Resources
Engineer-Architect Executive - CE2785

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General Statement of Duties

Directs multiple or architectural functional and operational divisions, which includes 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-Architect Manager, Engineer-Architect Manager Senior, Engineer-Architect Director, and Engineer-Architect Executive.

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

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

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

The Engineer-Architect Executive is the highest-level management class in the engineer series. An Engineer-Architect 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.

Level of Supervision Exercised

Directs multiple divisions of a department by supervising directors, managers, supervisors, and other staff members.

Essential Duties

Directs multiple engineering or architectural divisions within a department or agency in such areas as plans review, project management, planning and design, or traffic engineering.

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

Manages the development and implementation of the organization's goals, objectives, policies, and priorities that enables 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 which add value to the overall management of the organization.

Represents the department in meetings with elected and/or 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.

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.

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

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 or Architecture.

Experience Requirement

Three (3) years of experience at the type and level of Director Engineer-Architect.

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-824

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: