



Office of Human Resources
Engineer-Architect Director - CE2783

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General Statement of Duties

Directs functional and operational professional engineering or architectural areas, which includes developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

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.

Essential Duties

Directs an engineering or architectural division of a department in such areas as plans review, project management, planning and design, or traffic engineering.

Develops annual and multi-year work plans and strategies to meet business needs. Develops and directs the implementation of goals, objectives, engineering policies, procedures, and work standards to ensure success.

Communicates business and work area plans and goals to managers and/or supervisors to secure buy-in. Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the division/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. Fosters collaborative relationships to the benefit of the organization.

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.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas.

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

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

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

Level of Supervision Exercised

Directs a division of a department and supervising managers, supervisors, and other individual contributors.

By position, matrix manages staff involved in large, complex projects and operations.

Education Requirement

Bachelor's Degree in Engineering or Architecture.

Experience Requirement

Three (3) years of experience managing licensed engineers or architects.

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 conflicts.

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.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 100 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

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-822

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: