



Job Title	Engineering Division Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	6	Job Code	12640

Class Specification – Engineering Division Manager

Summary Statement:	
<p>The purpose of this position is to manage key engineering programs and provide the highest level of professional and technical engineering advice for the City Engineer on complex issues that are of division-wide importance or involve cross-over functions of the division. Perform duties as the City Engineer’s representative on multiple tasks functioning at a deputy responsibility level. Coordinate assigned activities with other divisions, departments, and outside agencies. Complete high responsibility level tasks and complex duties in support of the City Engineer.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Assume management responsibility for assigned programs and projects for the City Engineer including special improvements for community services, downtown BID, ADA pedestrian ramp program, coordination and liaison with CSU, CDOT, and El Paso County on public improvements of joint concern. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within group policy, appropriate service and staffing levels; determine need for, and manage engineering consultant contracts for services as appropriate. When assigned supervisory responsibility, plan, direct, coordinate, and review the work plan for engineering staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
25%	Conduct a variety of organizational studies, investigations, and operational studies. Oversee capital improvement engineering activities and operations for assigned projects. Develop new and revised design criteria and specifications, update standard specifications and details, and prepare revisions to the City Code for City Engineer initiatives.



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15%	Provide technical advice to staff and consultants regarding design alternatives, environmental issues, utility coordination, construction management, and the public process including training of staff as directed by the City Engineer. Assures that CDOT and CSU projects on city rights of way meet city engineering standards and that City's needs are addressed when appropriate. Provide coordination on special projects and lead responsibility for assigned local improvement districts. Develop and manage public information and involvement programs for assigned projects; and prepare and present information and reports to City Administration and City Council.
15%	Serve as coordinator of the City Engineering Emergency Operations Plan. Ensure that design and construction activities on assigned projects conform with the City's goals and policies; ensure that related activities comply with all applicable federal, state, and local laws and ordinances including the Americans with Disabilities Act; and consult with related interest groups as needed. Oversee Local Improvement District program; provide direction to the district's coordinator as needed coordinate and schedule related design and construction activities. Participate in the development of the division's annual budget; participate in the forecast of funds needed for division operations; and manage assigned capital improvement program, project, or operating budgets. Serve as staff on a variety of boards, commissions, and committees; and prepare and present staff reports and other necessary correspondence.

Competencies Required:	
	Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support teamk efforts and quality processes.
	Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
	Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
	Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Technical Skills and Knowledge: Work required advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in civil engineering or other related engineering field.

Experience: Five years of responsible full-time civil engineering program and/or engineering project management experience including two years of administrative and/or supervisory responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameter defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015