

Code: 2315

Title: CIVIL ENGINEERING MANAGER

SUMMARY: Manages the direction of a major engineering function or project.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, directs and reviews the work of engineering groups and consultants in the design and construction of all types of public works projects such as streets, storm drains, sewers, buildings and grading projects and related structures and improvements;
Coordinates planning and design with other county departments and governmental agencies;
Prepares and reviews correspondence, reports and studies;
Participates in the administration, direction and coordination of the functions of field surveying, mapping, contract development, office engineering and the maintenance of records;
Coordinates field engineering with county construction forces and contractors;
Establishes design criteria and makes decisions on design features;
Confers with unit supervisors, consultants and/or contractors on progress of work and finished projects;
Prepares and reviews invitations to bid and analyzes bids;
Reviews plans and specifications prepared under contract and administers construction contracts;
Coordinates work with street construction units.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of civil, structural and hydraulic engineering as applied to the preparation of plans, designs, estimates and reports of public works engineering;
- field engineering including surveying, inspection and construction practices;
- public works construction and maintenance methods, materials and equipment;
- state and local codes and ordinances relative to civil engineering and construction work;
- principles and practices of management.

Skill in:

- application of civil engineering and administrative techniques and methods to practical operating problems;
- designing various improvements and structures such as streets, storm drains, sewers, reinforced concrete structures and buildings;
- preparing comprehensive technical reports and evaluations of engineering problems;
- planning, scheduling and directing the work of professional and support personnel.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in civil engineering and six years of professional civil engineering experience, including two years at the supervisory level or an equivalent combination of training and experience.

(Additional relevant experience may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer or the ability to obtain registration in the State of Arizona within the probationary period of employment. Some positions may require a valid Arizona class D drivers license at the time of appointment or prior to completion of probation. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

06/01/83
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