

Code: 2316

Title: *TRANSPORTATION AND FLOOD CONTROL ENGINEERING PROJECTS
MANAGER*

SUMMARY: Coordinates engineering project management and Capital Improvements Program (CIP) activities.

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

Manages the installation, maintenance and upgrading of an Automated Project Management System (APMS);
Directs collection and entry of APMS data and production of reports;
Establishes critical event schedules for projects, interprets APMS output documents and reports project status to managers;
Coordinates management actions necessary to keep projects on schedule or to return projects to schedule;
Chairs the departmental Project Management Committee and recommends project priorities to the director and deputy director;
Reviews and analyzes project change orders and claims and recommends departmental action;
Consults with the director and deputy director concerning the impact of project variances on the overall objectives of the CIP;
Coordinates the preparation and submission of the CIP;
Develops and recommends policies and procedures for project management;
Participates in evaluating and submitting budgets in support of projects;
Writes professional, technical and administrative reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of civil engineering disciplines;
- principles, practices, and techniques of project management;
- department's CIP;
- automated project management system software.

Skill in:

- managing multiple complex engineering projects by coordinating the efforts of others;
- analyzing project status and taking action to insure timely completion of projects;
- establishing and maintaining effective working relationships with others;
- using project management system software;
- scheduling critical events and milestones for projects;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering and three years of professional civil engineering experience in a managerial or supervisory capacity.

(Additional relevant experience and/or education from an accredited college or university may be substituted)
OR:

(2) One year of experience with Pima County as a Civil Engineering Manager.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer in the State of Arizona is required at the time of appointment. Some positions may require a valid Arizona class 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

05/01/86

Updated 05/06/09(tb)