

Code: 2757

Title: SANITARY ENGINEERING MANAGER

SUMMARY: Plans, organizes and manages sanitary engineering functions.

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, and manages sanitary engineering functions and related activities including design, subdivision planning, mapping and records, plans checking, industrial waste control, construction inspection and surveying;

Coordinates the above noted activities with various city and County departments, public agencies, private utilities and private contractors to resolve engineering and related problems;

Develops design standards, standard construction specifications and details, consistent with state requirements;

Reviews contractor construction plans for public sewage systems and resolves design problems;

Prepares engineering plans and specifications for sewerage systems, stabilization ponds, package plants, and landfills;

Reviews the impact upon the existing public sewage system of all new developments, rezoning cases, development plans and/or subdivision plats;

Plans, reviews and prepares recommendations on specific engineering projects and regional wastewater facility plans;

Responds to and resolves the more difficult public complaints;

Confers with section supervisors and audits progress of projects;

Manages the work efforts of professional, technical, and clerical personnel;

Develops the engineering division's annual budget and monitors expenditures;

Serves as the principle advisor to the Department Director in matters relating to engineering;

Participates in the development of departmental policies and procedures;

Uses seal of registration as a Professional Engineer to certify engineering plans, specifications or technical reports prepared by the division.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, and techniques of all facets of sanitary engineering;
- administrative functions, such as budget preparation and control, personnel management, and planning techniques;
- applicable laws, and codes.

Skill in:

- applying modern engineering and administrative methods and techniques to operational problems;
- preparing technical reports and evaluating engineering problems;
- planning, organizing, and coordinating the work of division units;
- supervising professional, technical, and clerical personnel;
- developing and implementing improvements;
- communicating effectively, both orally and in writing;

- establishing and maintaining effective working relationships with division staff, city and County departments, the professional engineering and construction community, and the general public.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's Degree from an accredited college or university with a major in civil or sanitary engineering and seven years of sanitary engineering experience, including two years in a supervisory or administrative capacity.

(A Master's Degree from an accredited college or university with a major in civil or sanitary engineering may substitute for up to a maximum of one year of sanitary engineering experience not to include the two years of supervisory or administrative experience.)

OR:

(2) Registration as a Professional Engineer and three years of sanitary engineering experience and the above mentioned supervisory/administrative experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Engineer is required at time of appointment. State of Arizona registration must be obtained within one year from time of appointment. Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of probation. Failure to obtain/maintain the required registration/licensure shall be grounds for termination.

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

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

Pima County

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