

JOB TITLE: Deputy Director, Engineering/Assistant City Engineer

JOB CODE: 13A.11

GRADE: 27

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: To assist the Director, Engineering/City Engineer in the administration and supervision of the planning, organizing, direction and management of the City's Engineering Department. The Deputy Director is responsible for all Engineering Department functions in the absence of the Director.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor Degree in Civil Engineering plus five (5) years progressively responsible supervisory experience in the management of governmental engineering functions. Licensed as a Professional Engineer by the Florida Department of Professional Regulation within six (6) months of employment is required. A Professional Traffic Operations Engineer (PTOE) is preferred. Possession of and ability to maintain a valid State of Florida Driver's License is required.

SPECIAL REQUIREMENTS:

- Knowledge of the modern techniques, methods, procedures and practices of public works engineering.
- Knowledge of the practices and procedures used in the construction of streets, utilities and public works facilities.
- Knowledge of contract and project management.
- Ability to supervise, plan, review and evaluate technical engineering projects, design and specifications.
- Ability to evaluate, direct and supervise work of contractors.
- Ability to prepare written technical reports, estimates, construction and cost reports.
- Ability to express one's self clearly and concisely, verbally and in writing.
- Ability to establish and maintain effective working relationships with consultants, public employees, public officials and the general public.
- Ability to direct and effectively supervise personnel engaged in public works engineering.
- Ability to analyze and prioritize programmatic requirements and activities, so as to ensure continuity of essential functions and efficient use of available resources.
- Ability to forecast, formulate, justify and execute a complex, multi-program budget.

ESSENTIAL FUNCTIONS:

- Assists the Director in the planning, design, coordination and review of all activities and personnel assignments within the Engineering Department.
- Coordinates efforts and maintains liaison between consulting design engineers, construction contractors, utility companies and the City for all major City-owned engineering projects.
- Provides verbal or written progress/or status reports on major projects.
- Responds to inquiries and complaints from the general public.
- Maintains an accurate cost accounting system of records for each assigned project.

- Performs scheduled and unscheduled field inspections of construction work.
- Serves as technical advisor to engineers, technicians and support personnel.
- Assists in handling day-to-day problems encountered in the Department.
- Attends Commission meetings related to major projects.
- Performs duties of City Engineer during his/her absence.
- Assists the Director in establishing the priorities for all projects and the assignment of departmental resources to be allocated for specific projects.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Public contact is an essential feature of this job. Incumbent has extensive, diverse contacts with the general public, contractors and officials of state and local government agencies.

SUPERVISION RECEIVED: Extensive independent judgment is exercised. Coordinates with and receives occasional assignments from the Director, Engineering.

SUPERVISION EXERCISED: This is a supervisory position. Assigns, directs, supervises and evaluates the work of all personnel assigned to the Engineering divisions for which the incumbent has primary management responsibility. Responsible for all departmental personnel in the absence of the Director.

PHYSICAL REQUIREMENTS: This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and computer files. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the general direction of and responsible to the Director, Engineering/City Engineer.