

ENGINEERING SERVICES MANAGER I/II

JOB PURPOSE AND SUMMARY

Performs highly skilled professional level work requiring specialized knowledge of the assigned section, within a division or program in the Departments of Community Development or Public Works. Section assignments range from: Transportation Program, including Transportation Concurrency and Traffic Engineering/Operations; Capital Improvements Program, including Design, Survey, Real Property Services, Construction Management, Project Management, and Environmental Permitting; Water Resources; Solid Waste; Engineering Services, including Inspection, Preliminary Review, Final Site Plan Approval and Final Plat Approval; and the Clean Water and Solid Waste programs.

CLASSIFICATION DISTINCTIONS

Level I incumbents have a high level of responsibility for formulating, developing, implementing, and monitoring the progress of comprehensive programs or projects. Due to the nature of assignments, incumbents are delegated responsibility for decision making on both technical and administrative matters. Work is reviewed for fulfillment of program/project objectives and for conformance with governing laws and regulations within department policy and practice.

Level II positions are distinguished from Level I positions for their broad responsibility and considerable latitude for independent judgment, receiving general direction from a Director or Division manager. Positions may include supervision of technical and professional staff on a project or continuing basis. Individuals in this position are authorized to make departmental commitments and final decisions within their area(s) of responsibility.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Plan, organize and manage the programs, services and activities of the assigned section; develop and implement new elements of assigned programs.
- Define or assist in defining program goals and objectives; establish methods and means of accomplishing program objectives; implement policies and procedures.
- Identify, research and analyze trends within the assigned programs; develop and modify procedures.
- Assist in developing, preparing and administering County budgets and contracts with outside agencies and other governmental agencies; review and interpret program guidelines and requirements.

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- Prepare reports on program performance, needs, services information, and demographic data; contribute to and insure the evaluation of program performance.
- Perform environmental permitting functions; including determining project impacts to environmental resources, preparing permit applications, applying for permits, negotiating terms of permits, ensuring permit compliance during active construction, ensuring project monitoring occurs after construction is completed.
- May prepare grant proposals, monitor grant expenditures and grant reporting requirements.
- Coordinate activities with those of other related departments or agencies; negotiate and resolve significant and controversial issues.
- May represent the department and act as spokesperson on various committees; before the public, elected officials, other governmental and regulatory agencies, and commissions.
- Conducts field trips to inspect land and construction sites.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with major course work in civil engineering, transportation, geology, planning, biology, environmental science, or any other discipline applicable to the requirements of the position; and three (3) years related professional experience.

License or Certificate:

- Possession of, or ability to obtain, a valid driver's license required; and
- Certification and/or license in specialized field desired.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: The principles and practices of public sector organization and program operations; project management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development, justification, and control; application and interpretation of County, state and federal laws and regulation relevant to the program area; departmental policies and procedures, trends and practices within the specialized area.

Ability to: Effectively plan, assign, direct, and evaluate the work subordinates, including delegating responsibility and authority; carry out policy directives of the governing authority in an effective and timely manner; establish and maintain effective working relationships with the

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public, other governmental jurisdictions, contractors, and other County staff; communicate and express ideas effectively - orally and in writing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting with occasional field work associated with site visits/meetings. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

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Revised: