

City of Fort Worth, Texas Job Description

Classification Title	Engineering Manager		
Job Code:	MG1261	Job Family:	Management
Pay Grade	616	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, oversees and coordinates the operations and activities of employees, including the planning, design, inspection, and contract administration of engineering related projects for assigned area. Provides highly responsible and complex administrative support to assigned Department Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of engineering and construction project management, delivery methods and procedures; and works with employees on the continuous improvement of engineering and construction project management services.
3. Manages the administration of engineering agreements and construction contracts. Reviews and recommends approval of agreements and construction contracts prior to execution.
4. Provides professional engineering expertise in the design and construction of major civil engineering projects. Reviews, evaluates and approves a variety of engineering and construction documents, including drawings, plans, designs, contract documents, technical specification, cost estimates, environmental documents and reports.
5. Identifies and plans required capital improvement projects for system expansion; develops and submits work scopes for proposed projects; and designs the necessary modifications and/or new construction of public works streets, water, and related projects within City, County, State and Federal guidelines.
6. Manages and participates in the development of the divisional budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements budgetary adjustments, as needed.

7. Attends pre-construction conferences; visits project sites, reviews construction, negotiates and recommends change orders; and attends final inspections.
8. Prepares special engineering studies and reports; conducts comprehensive studies for planning future expansions including streets, utilities, flood control systems and other public works projects.
9. Prepares analytical and statistical reports on operations and activities.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive civil engineering program involved in design, inspection and contract administration of street, storm water system, traffic control, water and wastewater facilities projects.
- Modern and complex principles and practices of engineering design involving a variety of materials.
- Engineering standards and specifications.
- City policies and procedures.
- Principles of advanced mathematics.
- Principles and practices of supervision, training and evaluation.
- Personnel policies and regulations.
- Principles and practices of budget development and administration.
- Principles, practices, methods and techniques of construction and fire protection engineering.
- Recent developments, current literature, and sources of information in the civil engineering field.
- Principles and practices of civil and fire protection engineering.
- Terminology, methods, practices, and techniques used in engineering report preparation.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State, and local laws, codes and regulations.
- Performance based design.

- **Skill in:**

- Organization and time management.
- Mathematics.
- Computers and applicable software.
- Researching.

- Contract negotiation.
- Problem solving.
- Critical thinking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Handle high impact and complex Engineering and/or Construction projects within the assigned area of responsibility.
 - Lead, organize and review the work of subordinate employees.
 - Direct and coordinate various City engineering programs and projects.
 - Prepare, review and evaluate construction bids, cost estimates, change orders and related financial impact analyses.
 - Perform professional civil engineering work including the design, inspection and contract administration of water and wastewater facilities, facility planning and related capital improvements.
 - Interpret and apply pertinent Federal, state, and local laws, codes, rules, and regulations.
 - Ensure project compliance with appropriate Federal, state, and local laws, codes and regulations.
 - Perform research and solve multi-disciplinary engineering problems.
 - Develop, review and modify engineering plans, designs, and specifications.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise reports.
 - Trouble-shoot complex systems in treatment processes.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field and five years of increasing responsible engineering construction management experience including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Possession of registration as a Professional Engineer in the State of Texas. If licensed in another state, continued employment will be contingent upon obtaining registration as a Professional Engineer within the State of Texas within six months of employment.

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.