

ENGINEERING SECTION MANAGER-PE

Job Code	Pay Grade
16836	SM4a

Nature of Work

This is highly responsible senior management, professional, administrative, and supervisory work directing systems engineering and technical support group functions. The incumbent directs and supervises engineering, technical, and administrative staff and resources preparing and implementing plans and designs for maintaining and developing infrastructure by utilizing a specialized segment of professional engineering related services and activities covering, but not limited to: water/sewer collection, distribution, transmission, treatment, disposal, production, civil/structural, surface water/stormwater, utilities, roadway, infrastructure, solid waste or other public works facilities necessary to implement major capital improvements. The incumbent to maintains and develops existing or new engineering support and initiatives. The incumbent is required to manage engineering programs and construction delivery methods for very large projects that may include design-bid-build; design-build; or general contractor/construction manager efforts. The incumbent is responsible for business analyses, strategic planning, organizing, preparation, planning, coordinating, administration, and reviewing the work of engineering staff, consultants, contractors, administrative officials, and other personnel. The incumbent is required to possess and maintain a valid Professional Engineering certification from the State of Florida and may perform as official Engineer of Record on projects, requiring that the incumbent sign and seal documents. General guidance is provided by senior executives and management officials; however, the incumbent exercises considerable judgment and initiative. The incumbent reports to a senior executive, section manager, or designee.

Minimum Qualifications

- Bachelor's degree and Professional engineering certification from the State of Florida and 10 years of progressively responsible technical, professional, and administrative functions in business administration, project management, civil engineering, environmental management, accounting, or related field that includes 4 years performing project manager tasks with leadership experience managing major capital improvement projects (CIP) initiatives, strategic planning, and implementation of complex public works projects in combination with 2 years of organization leadership or supervisory experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing a degree in civil engineering, environmental engineering, or related field with registration as a Professional Engineer in the State of Florida.
- Candidate to demonstrate competence and/or possess certifications in one or more construction, engineering, CIP project management, civil, structural, wastewater, water, solid waste, or other public works related fields.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs and supervises engineering, technical, and administrative staff and prepares and implements a specialized segment of professional engineering related services and activities covering, but not limited to: water/sewer, civil/structural, utilities, roadway, infrastructure, solid waste or other major public works associated CIP plans, designs, and acquisitions.
- Supervises technically complex, high visibility, and controversial capital improvement projects and programs involving several design specializations including the planning, cost estimating, development, tracking, and reporting on civil engineering services, such as, roadways, bridges, wastewater, water and solid waste systems or other infrastructure projects.

ENGINEERING SECTION MANAGER-PE (continued)

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Illustrative Tasks (continued)

- Signs and Seals documents performing as the Engineer of Record tasks utilizing his/her Professional Engineering certification from the State of Florida.
- Provides oversight strategy, vision and guidance over engineering consultants and internal staff, relating to design and environmental reviews, right-of-way and permit acquisition and compliance.
- Oversees complex projects with responsibility for planning and implementation -modeling; permitting, and the design of various facilities, roadways, and miscellaneous projects; adhering to relevant codes, regulations, and resolves design issues related to construction projects.
- Supervises and leads in negotiations, tracking, and managing of consultant contracts; interagency and internal service agreements; and professional engineering processes.
- Supervises and coordinates management of large interdepartmental, cross-functional, multidisciplinary engineer and technical project groups and teams.
- Ensures timely, efficient, and effective preparation and presentation of technical reports and information to senior managers and project stakeholders.
- Implements policies and procedures to ensure compliance with appropriate laws, permits, regulations and codes.
- Motivates, coaches, and mentors staff.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of environmental codes; hydraulic modeling; design of applicable public works facilities; adhering to relevant codes, regulations.
- Knowledge of project management principles and procedures.
- Knowledge of principles, practices and policies of sound business management.
- Skill in communicating, preparing and making presentations to staff and senior management.
- Skill in conducting meetings and preparing written documents that concisely convey ideas, plans, or status.
- Skill in managing and directing assigned staff involved in projects.
- Skill and ability in using and operating a variety of office and computer equipment and related software.
- Ability to assign, instruct, direct and review the work of assigned technical, professional and clerical staff.
- Ability to lead and manage diverse projects from initiation to conclusion.
- Ability to coordinate and supervise application development and related support activities associated with project management for the department.
- Ability to schedule, review and evaluate the work of others as to status and development of assigned projects.
- Ability to evaluate new technical developments in view of organizational plans and objectives and assesses applicability to the requirements of the organization.
- Ability to analyze resource utilization and identify potential areas of improvement achievable through new technology.
- Ability to effectively collect and analyze complex data and prepare and present comprehensive reports.
- Ability to compile, recommend and monitor budgets.
- Ability to deal with vendors in the negotiation, preparation and management of applicable contracts.
- Ability to read, interpret and follow procedural and policy manuals related to the job tasks.
- Ability to establish and maintain effective working relationships with other employees, officials, agencies and the public.
- Ability to resolve problems dealing with conflicting opinions, priorities and agendas.

For official use only

Revised	EEOC Code	Overtime
9/16	Professionals	Exempt