

## DIVISION ENGINEER

Job Code	Pay Grade
16850	SM3b

### Nature of Work

This is managerial, professional, administrative and supervisory work directing a major engineering division within the Department of Public Works or the Utilities Department. A Division Engineer is responsible for planning, programming, supervising and coordinating and/or approving the work of professional and technical county or non-county personnel engaged in program development, design, construction, maintenance and operation of public works projects. Duties include administering consultant selection procedures, contract negotiations, contract administration, plan review, permit processing, utility coordination, invoice review and approval, and a traffic control program and traffic data collection. Work is complex and may involve considerable public contact in coordinating engineering and technical operating activities with both private and public organizations. Assignments are usually broad in scope and require both independent professional judgment and the making of decisions of considerable difficulty. Work is performed under the general supervision of the Director and is reviewed for conformance to established policy.

### Minimum Qualification Requirements

- Bachelor's degree in civil engineering or related field with registration as a Professional Engineer in the State of Florida and 6 years experience in public works engineering, planning, designing and construction that includes 2 years experience at an administrative level; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Manages, directs and provides technical guidance to a major engineering division or a technically oriented operating function.
- Manages the planning, development and implementation of long and short-range comprehensive plans for public works programs by developing goals, objectives, strategies, policies, procedures and budgets.
- Administers the consultant agreements for services provided to the county by consulting engineers and architects.
- Provides professional guidance and direction in the preparation of formal designs, contract specifications, and cost estimates.
- Obtains and compiles data for both engineering studies and reports as related to both planned and proposed projects.
- Certifies the engineering integrity of large construction projects.
- Acts as principal contract administrator for major capital improvements.
- Acts as a professional consultant or project engineer.
- Evaluates traffic engineering programming and development for effectiveness.
- Attends meetings representing department with other governmental agencies and property owners as required.
- Oversees division budget and initiates budget preparation.
- Performs related work as assigned or required.

## **DIVISION ENGINEER (continued)**

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### **Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of Civil Engineering.
- Knowledge of modern developments, current literature and sources of information in the area of public works engineering.
- Knowledge of federal, state and local laws, regulations and ordinances, and other professional sources of information pertaining to permitting and traffic control guidelines.
- Ability to plan and direct the work of professional engineers, contractors, technicians and clerical personnel in a manner conducive to full performance and high morale.
- Ability to apply computer applications and software.
- Ability to apply engineering knowledge to specific administrative and technical problems.
- Ability to give technical and professional review to a wide variety and large volume of engineering plans, specifications and related documents.
- Ability to express oneself clearly and concisely, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
11/09	Officials & Managers	Exempt