

**Title:** Civil Engineer Manager  
**PG:** 74  
**Position Reports to:** Director of Public Works  
**Department:** Public Works

**Class Code:** 2097  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

Manager of Engineering is a Registered Professional Engineer (discipline, Civil) with administrative and management responsibilities for the division. These administrative responsibilities are for the planning, surveying, design, field inspection and execution of the professional engineering services. These services include review and certification of the designs, plans and specifications prepared by the Division. This position is considered to be the City Engineer. Included in the responsibilities are the use of considerable initiative and judgment in the daily operations and in contacts required with the public, other governmental agencies, contractors, developers and professional consultants. Supervision is exercised over a staff of professional and technical personnel and decision making on technical engineering work is a major part of this position.

**ESSENTIAL FUNCTIONS:**

1. Serves as the supervisor for the Survey, Design and Field Inspection Sections of the division.
2. Coordinates assigned functions and activities of the division with other departments, divisions, agencies, developers, consultants and the public.
3. Provides planning for and manages the personnel and resources of the division.
4. Conducts and attends meetings relating to departmental activities, assists in establishing priorities for the division and interprets and explains policies to the employees and the public.
5. Prepares specifications for contract projects, establishes engineering standards and criteria and prepares engineering studies and reports.
6. Prepares and administers the division budget and assists in the preparation of the capital improvement programs.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of the principles and practices of Civil Engineering.
2. Thorough knowledge of materials, methods and techniques utilized in the construction of public work improvements, such as paving, drainage and utility installations.
3. Knowledge of the principles and practices of surveying.
4. Ability to organize and coordinate the division's activities with relation to other divisions and departments.
5. Ability to delegate responsibility and authority effectively and to schedule work on a short term and long term basis.
6. Ability to establish and maintain an effective working relationship with other City officials and staff, other governmental agencies and the public.
7. Ability to express ideas and to communicate technical information clearly and concisely verbally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**Title:** Civil Engineer Manager

**PG:** 74

**Position Reports to:** Director of Public Works

**Department:** Public Works

**Class Code:** 2097

**Date:** 09/08

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in civil engineering or related field.
2. Five (5) years of experience as a registered P.E. in civil engineering including three (3) years in a supervisory or management capacity.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Registration as a Professional Engineer (Civil) in the State of Florida under Florida Statutes Chapter 471 at the time of appointment.
2. Must possess and maintain a valid state of Florida driver's license.
3. Must possess and maintain a valid telephone number
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

**Title:** Civil Engineer Manager  
**PG:** 74  
**Position Reports to:** Director of Public Works  
**Department:** Public Works

**Class Code:** 2097  
**Date:** 09/08