



Division Manager - Engineering

Job Description

Department: Public Works
Position: Career Service
Starting Step: 52, Table 14
Supervisory: Yes
Reports to: Associate Director – Public Works

Summary

Under general direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities of the Engineering Division of Public Works

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of the division.
2. Make staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.
4. Supervise and correlate division involvement with volunteer groups, county departments, suppliers, maintenance personnel, and outside agencies.
5. Make maintenance and purchasing decisions for equipment, tools, and supplies within the division.
6. Assist in the preparation of the division budget and monitor and approve division purchase orders and expenditures.
7. Supervise and coordinate the design, drafting, engineering calculations, construction reviews, inspections, and funding of county construction projects including office additions, office remodels, outdoor park facilities, parking lots, roads, bridges, and similar Public Works facilities.
8. Obtain building permits and other needed permits for county projects.
9. Identify building codes, safety requirements, ADA requirements, and local requirements and assembles specifications for county project design.
10. Create schematic drawings, preliminary drawings, construction drawings, and as-built drawings for county projects.
11. Supervise inspectors, contractors, sub-contractors, and Engineering division personnel in the design, inspection, and maintenance of county projects to ensure compliance with plans, specifications, codes, and safety considerations.
12. Supervise subdivision and development review and approval.
13. Supervise bond estimating and approval and approve bond releases.

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Class Title: Division Manager - Engineering
FLSA: Exempt
Effective Date: 7/8/2017
Public Safety: No

Worker's Compensation: County
Background Level: II
Safety Sensitive: No
DOT: No

14. Resolve engineering concerns and problems relating to Utah County from citizens, contractors, government agencies, and/or other interested parties.
15. Supervise the county's storm water activities.
16. In absence of the County Engineer, serve as back-up, and if needed, sign on behalf of the county.
17. Prioritize and set the schedule for maintenance and repair of county roads.
18. Serve as liaison between Utah County, cities, and federal agencies regarding road maintenance.

Knowledge, Skills, and Abilities

Knowledge of advanced drafting and design applications and techniques

Knowledge of surveying, engineering, and construction principles and applications

Knowledge of Building codes, ADA requirements, local codes, and safety regulations pertaining to construction

Skilled in algebra, trigonometry, geometry, surveying, applied engineering calculations, and advanced math

Skilled in reading, writing, and interpersonal communication

Skilled in document composition

Skilled in computer aided design, mapping, word processing, and surveying (COGO) applications

Skilled in analytical problem solving

Ability to communicate technical information effectively verbally and in writing

Ability to read specifications, blueprints, and construction plans

Ability to coordinate multiple tasks efficiently

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility, and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but work is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This position requires the use of protective devices such as masks, goggles, and gloves. This role exposes incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This role drives a motor vehicle.

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.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 60 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to a bachelor's degree in Civil Engineering or a related field including course work in advanced math, surveying, engineering principles, computer aided design, and construction
2. Five (5) years of work experience performing professional civil engineering activities including two (2) years in a supervisory capacity

Preferred Education and Experience

1. State of Utah Professional Engineer License (Civil)

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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