

City and Borough Sitka, Alaska

Class Specification

Class Title	Engineering Manager (Operations)
Class Code Number	5102
FLSA Designation	Exempt
Pay Grade and Range	40
Effective Date	September 2010

General Statement of Duties

Plans, organizes and directs the operations and activities of Solid Waste, Streets, equipment maintenance and the Sawmill Cove Industrial Park. Acts as principal liaison with contractors and consultants on major studies or projects; performs related work as required. The incumbent is responsible for performing engineering management and overall coordination of complex engineering/architectural projects, including providing technical guidance and/or supervision to contracts, consulting, and/or CBS staff to monitor project progress and conformance with established plans and specifications.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform management and administration functions for engineering projects, grants, and storm water prevention; oversee the Solid Waste, Streets, equipment maintenance, and the Sawmill Cove Industrial Park operations. Incumbents work under the general direction of the Public Works Director and are assigned a variety of projects. Direct supervision is exercised over the work of employees in the classes of Public Works Maintenance Superintendent, Sawmill Cove Industrial Park Manager and all other personnel within the chain of command of the each of the classes indicated. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, businesses and community organizations, State and Federal Officials and the public. The principal duties of this class are performed in a general office and maintenance yard environment. The incumbent is able to perform a variety of engineering and architectural services in a multitasking environment without specific instruction. Additionally, incumbents are able to schedule and complete numerous, simultaneous assignments and only require limited direction from a supervisor to fulfill their job duties. Incumbents use professional judgment to make routine assumptions and decisions without supervisor input and approval on a frequent basis.

Examples of Essential Work (Illustrative Only)

- Provides administrative oversight for all projects and activities within the Solid Waste, Streets, Vehicle Fleet Maintenance and Sawmill Cove Industrial Park;
- Evaluates the effectiveness of preventive maintenance programs for public work facilities, equipment and vehicles and develops new programs as necessary;

- Develops and implements procedures and policies for the City's maintenance and repair operations to ensure that services are provided in a timely and efficient manner;
- Periodically conducts field inspections of City facilities and infrastructure to ensure assets are properly maintained and repaired; identifies deficiencies; and issues work orders to first line supervisors to correct these conditions;
- Confers with and keeps the Public Works Director apprised of maintenance, repair and minor construction plans, programs and activities;
- Generates a monthly performance report for the Public Works Director detailing workload and work activities;
- Serves as the lead Occupational Safety & Health Administration (OSHA) administrator for Public Works. Responsibilities shall include record keeping, inspections, and documenting necessary improvements, and completing modifications to ensure that City facilities, equipment, and tools are safe and in compliance with OSHA regulations; shall remain current on OSHA regulations and implement new standards in Public Works;
- Assumes ownership of the training program for all Public Works maintenance employees, including assessing needs, documenting course work, and recommending opportunities to ensure employees receive proper training to safely and effectively perform their duties;
- Identifies, analyzes and resolves problems and issues between the Solid Waste, Streets, Vehicle Fleet Maintenance, and Sawmill Cove Industrial Park sections and other Public Works sections, outside agencies, other governmental units and the public;
- Responsible for the preparation of annual budget for maintenance, repair and construction activities and maintains actual expenditures within allocated limits;
- Monitors and approves of related Solid Waste, Streets, Vehicle Fleet Maintenance, and Sawmill Cove Industrial Park expenditures;
- Prepares and presents contracts, agreements, leases, projects and issues to the Municipal Engineer, Public Works Director, Administrator and Assembly as necessary and required;
- Conducts and manages planning activities to maintain financial, technical and legal levels of service acceptable to the community for Municipal Solid Waste, Recycling and street maintenance service;
- Coordinates Solid Waste, Streets, Vehicle Fleet Maintenance, and Sawmill Cove Industrial Park activities with various boards, commissions, the City and Borough Assembly and the public as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Applies contract management, architectural and engineering principles and practices to any or all phases of the location, design and construction of a wide variety of types of improvement projects.
- Prepares reports, plans, specifications, and cost estimates for various types of design and construction projects.
- Negotiates contracts for professional and construction services; purchases and expedites materials and equipment; coordinates with a variety of other government and/or private agencies.
- Conducts designs, design reviews and approval, cost estimates, scheduling and construction supervision;
- Coordinates public projects by outside consultants and/or private contractors and suppliers, including holding project oversight for adherence to contract specifications;
- Prepares Requests-for-Proposals for consulting services and related project specifications and bid documents, and participates in the selection process and monitors and evaluates consultant's project performance;
- Prepares plans and specifications and assembles other data related to capital construction and maintenance projects;
- Prepares and monitors grants, local assistance programs and budgets to assure all terms, conditions and budget limits are followed;
- Obtains Army Corps and State permits;
- Prepares bid packets, performs construction inspections testing and oversight of adherence to specifications upon project completion;

- Prepares pay estimates, punch lists and final close-out documentation for capital improvement projects;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside contractors and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees and disciplines as necessary;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of supervised operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of all phases of engineering design, analysis, construction, inspection, program management and contract administration;
- Comprehensive knowledge of local, State and Federal laws, statutes, ordinances, assistance and grant programs applicable to Public Works projects;
- Comprehensive knowledge of techniques, principals and practices of financial management within a municipality;
- Thorough knowledge of current practices and principles involved in public administration;
- Ability to prioritize work objectives with limited funding and human resources;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Engineering or a related field and preferably a degree in Civil Engineering; and
- Five years of full time experience in public works and public utility operation; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;

- Ability to obtain an Alaska Professional Engineering License within one (1) year of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe plans, blueprints and related materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to prepare reports in hardcopy and electronic form;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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