

MAJOR FUNCTION

This is responsible managerial, professional, administrative and technical engineering work managing the resources and activities dedicated to short and long-term planning, design, construction, and contract management of the City's public infrastructure and facilities, and development and management of the transportation-related Capital Improvement Plan. The incumbent's duties include coordinating the activities of the work unit with those of contractors, regulatory agencies, other departments and citizens and providing oversight to Traffic Engineering, Regional Traffic Management Center and the City's Land Surveying staff and activities. Work is performed with considerable independent judgment under the general administrative direction the General Manager-of Underground Utilities & Public Infrastructure, who reviews and evaluates the division's work accomplishments through conferences, analysis of reports and projects completed.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages, directs and coordinates the activities of the public infrastructure engineering staff, consulting engineers and other technical firms in accordance with accepted practices and within budget, as it relates to planning, design, and construction of major City capital projects and programs, and conducts related studies. Oversees the Traffic Engineering section which is responsible for the engineering for the City's traffic system and the Regional Traffic Management Center which is responsible for the Tallahassee Advanced Transportation Management System (TATMS) and the Florida Department of Transportation Freeway Management System (FMS). Develops and establishes procedures, standards and processes necessary to manage, engineer, produce and implement public infrastructure capital projects. Provides the bridge between identified public infrastructure needs and engineering design by developing concepts consistent with good engineering practices, best available technology and regulatory agencies and programs. Directs the development of estimates, specifications, drawings and schedules for public infrastructure engineering projects and associated equipment and manpower requirements. Initiates requisitions or recommends awards for materials, supplies, equipment and construction/installation contracts. Negotiates and administers contracts with consulting engineers and other technical firms for goods and services. Meets with assigned staff of engineers and supervisors on technical and administrative matters. Develops and administers the unit's operating and capital improvement budgets. Develops and administers citizen participation and public input processes for capital improvement projects. Directs environmental planning and compliance activities, as well as serves as liaison with federal, state and local regulatory agencies. Confers with and provides engineering services in support of projects, programs, and studies belonging to the department's management and other technical/administrative staff, developers, consulting/contracted engineers, as appropriate, on matters related to the assigned responsibilities. Provides management and oversight of resources and staff assigned to the City's Land Surveying work unit. Prepares reports and renders testimony on the City's behalf before regulatory agencies, public hearings and civil courts, as appropriate. Recommends hiring, transfer, promotion, grievance adjustment, discipline, and discharge of assigned staff. Makes special assignments and balances workload per productivity and timeline goals. Conducts performance evaluations. Recommends approval and disapproval of merit increases. Performs related work as required.

Other Important Duties

Keeps abreast of general and job specific developments relating to area of responsibility. Researches, evaluates, and presents innovative projects in areas of responsibility. Prepares City Commission agenda items. Attends meetings and makes presentations to the City Commission, community groups, and other public officials. Serves on advisory or selection committees. May serve in the capacity of the division director as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of planning and engineering methods, techniques and practices as are applicable to public infrastructure engineering. Knowledge of laws, codes, and statutes and engineering techniques involved in the planning, design and construction of public infrastructure and facilities. Thorough knowledge of the sources of technical information applicable to areas of responsibility. Thorough knowledge of computer applicability to engineering studies. Considerable knowledge of local, state, and federal regulations regarding transportation issues. Considerable knowledge of the principles of supervision, training and performance evaluation. Considerable knowledge of capital expenditure accounting and budgetary cost controls. Ability to direct complex engineering design. Ability to plan projects and prepare related designs, estimates, and specifications. Ability to plan and supervise the work of contractual, technical and professional staff. Ability to read, interpret and explain applicable regulations, plans and specifications. Ability to prepare and/or direct preparation of technical reports, analyses and documents. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Demonstrates interpersonal facilitation and communication skills necessary to effectively develop and administer citizen participation and public input processes for capital improvement projects. Skill in the use of microcomputers and associated programs and applications related to area of responsibility and necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field and five years of professional and administrative experience that includes public infrastructure planning, design, and construction or experience in a closely related field. Two years of the required experience must be in a supervisory capacity.

Necessary Special Requirements

Possession of a valid class "E" State driver's license at the time of appointment.

Must possess State registration as a Professional Engineer at the time of application. Must attain Professional Engineer registration in the State of Florida within one year of employment.

Established: 10-30-19

Revised: 06-10-22