

ENGINEERING MANAGER

SUMMARY:

Under general direction manages, coordinates, oversees, and participates in the preparation of plans and specifications for capital projects and rehabilitation of public utilities infrastructure and flow modeling, public utilities asset management, and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Manages and runs public utilities dynamic models, including 2D and 3D modeling for determining system capacity, pipe sizes, and location requirements for storage tanks, pump stations, wastewater conditioning and cleaning systems, and stormwater systems.
2. Updates water, wastewater, and stormwater flow models as required.
3. Manages plans, designs, coordinates and manages public utilities projects and capital improvement projects.
4. Manages the Public Utilities assets management program; monitor asset management and ISO 14001 certification requirements for the department; and develop Life Cycle Cost Analysis for Public Utilities assets, including vehicles, heavy and light equipment.
5. Participates in the development of and oversees capital improvement projects. Discusses and resolves project issues with appropriate staff and implements adjustments as necessary.
6. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of duties. Writes and conducts performance evaluations. Conducts disciplinary hearings.
7. Prepares responses to citizen, business, or contractor complaints regarding services or proposed and current projects.
8. Serves as member of various committees, panels, commissions, etc., attending meetings and providing input based on expertise and observations, as appropriate; maintains liaison with other departments to ensure smooth flow of operations and communication.
9. Attends seminars, conferences, workshops, classes, lectures as appropriate, and reviews professional journals and other documents to enhance and maintain knowledge of trends and developments in water system operation, maintenance, and safety.
10. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to process data into flow models for water, wastewater, and stormwater.
- Knowledge of Geographic Information System (GIS), including ArcView, ArcGIS, CAD
- Considerable knowledge of water and wastewater system operations, maintenance, repair and construction practices, including pipeline, hydrants, valves, meters, pumps, reservoirs, asphalt and concrete repairs, excavation and backfill, and water quality hydrant flushing.
- General knowledge of Computerized Maintenance Management Systems (CMMS).
- Knowledge of principles and techniques of management, supervision, budgeting, and project management.
- Knowledge of city standards and specifications for design and construction of capital improvement projects.
- Knowledge of civil engineering basics such as math, science, plan preparation and project design, blueprint reading.
- Knowledge of civil engineering associated with underground infrastructures, roadways, buildings, water and sewer plant function.
- Knowledge of computerized systems and programs such as Excel, Words, PowerPoint and Microsoft Project.
- Skill in processing, updating and analyzing flow modeling data for water, wastewater, and stormwater models.

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- Skills in resolving conflicts amongst staff or with outside contractors.
- Skills in analyzing complex issues and developing and implementing an appropriate response.
- Skills in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral or written reports and recommendations.
- Skills in supervising the work of staff, contractors, and consultants.
- Skills in using general office equipment such as computers, fax, copier, calculation, and telephone.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to sit, talk or hear, stand, walk, reach with hands and arms and lift light items (up to 25 pounds). There is frequent need to talk or hear, use hands to finger, handle or feel. There is occasional need to perform work outdoors with exposure to weather conditions when performing on-site inspections of projects and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Civil Engineering and seven (7) years experience as an engineer to include five (5) years in a supervisory capacity with responsibility for managing construction projects related to underground infrastructures, road construction, traffic and roadway lighting, or any equivalent combination of training and experience. Professional Engineer's license in the State of Florida ,required.

A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.