

ENGINEERING PROGRAM MANAGER

JOB DESCRIPTION

Classification Responsibilities: Under the general direction of a Deputy Engineer or Supervising Engineer, a Program Manager coordinates and manages infrastructure projects from the design phase through the construction and warranty phase in addition to indirect supervision of the staff managing projects within significant infrastructure programs. During the project design phase, the Program Manager has responsibility for administering design contracts with outside consultants and coordinating design activities with all City departments and outside agencies. During the construction phase of the project, the Program Manager administers the construction contract, oversees various outside consultants, and ensures compliance with contract specifications.

Distinguishing Features: Employees in this class perform the full-range of professional engineering duties including acting as the City's technical representative in all civil engineering-related areas. This class will use independent judgement and initiative in making technical and supervisory decisions of considerable difficulty while managing specific programs such as the Job Order Contracting (JOC) Program, and significant infrastructure programs for the city. This class will develop procedures for overseeing contract solicitation and monitoring contractor performance (JOC assignment). Employees in this class will coordinate work activities of project managers to obtain project status and report progress to department and city leadership. Employees in this class will coordinate program functions and other tasks with various City departments, and local, state, and federal agencies.

This class directs and reviews the work performed by lower-level professional and paraprofessional engineers, designers, technicians, inspectors, surveyors, etc. This class is responsible for performing related duties as required. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Electrical Engineering, Mechanical Engineering, Construction Management, Architecture, Landscape Architecture, or related field. Extensive (5+ years) professional engineering and/or engineering project management experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Registered as a Professional Engineer (Civil, Mechanical, Electrical), Landscape Architect, or Architect is preferred. Two years of supervisory experience in the engineering industry and experience with alternate project delivery methods, such as Construction Manager at Risk (CMAR) and Job Order Contracting (JOC) is highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, contractors, consultants, other City employees, vendors, suppliers, management, public officials, and others in order to provide information and direction in the coordination of City project design and construction; and to ensure compliance with specifications, plans, and applicable ordinances to successfully complete capital improvement projects. Instructs and trains subordinates or others in a classroom setting regarding engineering standards and procedures and the City's Capital Improvement Program. Prepares written documents such as: emails, letters, memos, specifications, reports, and studies with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar in order to convey or obtain information. Communicates clearly, both verbally and in writing, complex, technical, and controversial issues.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures; knowledge of federal regulations such as the Environmental Protection Agency (EPA), Department of Transportation (DOT), Federal Highway Administration (FHWA), and Corps of Engineers; knowledge of state regulations such as Arizona Department of Environmental Quality (ADEQ) and Arizona Department of Water Resources; and other standards, regulations, and guidelines. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to and from job sites. Operates a variety of standard office equipment such as a personal computer (PC), copier, and telephone. Ability to enter and/or extract data or information into and/or from a PC and other similar equipment in order to prepare reports, evaluate data, perform calculations, prepare plans, and other related duties. Prepares plans, specifications, and reports for distribution to other agencies, other City departments, private consultants, and contractors. May work in a variety of weather conditions while inspecting projects. May work at elevated levels up to thirty feet while inspecting bridges, pump stations, and buildings.

Mental: Plans, organizes, directs, and administers project designs and construction contracts. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by analysis, review with involved parties, and developing and evaluating alternatives. Coordinates with federal and local agencies. Assists in developing departmental policies and procedures; short- and long-term objectives; or other plans, standards, and formats. Conducts research and analyzes data such as regulatory standards, record drawings, and operations data. Performs mathematical calculations, statistical computations, financial and cost analysis, and design calculations. Assists in preparing section budget as it relates to capital improvement projects. Comprehends and makes inferences from written material including specifications, change orders, etc. Estimates labor and material costs from documents and evaluates contractor's proposals. Learns job-related materials through meetings, conferences, and industry standards.

Knowledge and Abilities:

Knowledge of:

public works design, standards, materials, and construction;
the principles and practices of civil engineering, and the methods and techniques used in the design and construction of capital improvement projects;
federal, state, and local regulations and codes, and the engineering standards pertaining to the design and construction of the municipal projects; alternate project delivery methods, such as CMAR and JOC;
symbols and terminology used in engineering drawings; and project planning, scheduling, and budgeting.

Ability to:

determine, upon receipt of project, the approach taken for completion, including elements to be assigned to subordinate personnel;
direct the research and compilation of data necessary for the fulfillment of project objectives;
coordinate related workflow with City staff, consultants, contractors, and outside agencies;
supervise a project team by assigning work, selecting work methods, answering questions, and reviewing and approving work performed by professional and paraprofessional team members;
assist team members in the resolution of design and construction problems;
negotiate and monitor compliance with provisions of intergovernmental or similar agreements and contracts;
apply diversified, fundamental, scientific, and civil engineering concepts to practical, civil engineering problems with versatility;
review and interpret construction plans for compliance with standard engineering practices;
provide general engineering advice to other City departments and to the general public;
prepare oral and written reports to the City council, civic groups, and various levels of City management;
initiate and conduct meetings for assigned projects;
establish and maintain effective working relationships with City officials, other professionals, contractors, coworkers, and the general public;
monitoring project status, schedules, and budget constraints;
determine adherence to specifications on a variety of construction jobs, and communicate effectively and persuasively with contractors, consultants, and outside agencies in securing compliance with specifications, plans, and ordinances;
work quickly and accurately under pressure to meet deadlines for project completion;
write project special conditions, change orders, construction notes, or related information clearly and concisely to avoid misinterpretation by contractors; and
compute quantities and make cost estimates.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ENG

INCREMENTS 43- 200

PAY RANGE: 58

IND-9410

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