

DEPUTY DIRECTOR – ENGINEERING

JOB DESCRIPTION

Classification Responsibilities: The Deputy Director – Engineering provides strategic leadership and oversight of the department’s technical and operational functions, including professional and technical staff responsible for City Capital Improvement Projects (CIP), construction administration, and areas such as contracts administration, real estate, and right-of-way, while strengthening the department’s ability to deliver projects on time, within scope, and on budget through effective management and continuous improvement. This role directly supervises professional, paraprofessional, administrative, and technical staff responsible for delivering projects, programs, and services efficiently and effectively. This class may also be assigned highly technical, complex construction or politically sensitive private development and economic development projects, serving as the primary liaison and coordinator between the City and external stakeholders to ensure alignment with municipal standards, policies, and strategic objectives. Work is performed within general guidelines and policies established by the City Engineer and Assistant City Engineer. Work assignments are broad in scope and are performed with considerable independence. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This position may oversee key technical programs and is responsible for analyzing trends, evaluating program effectiveness, and recommending or implementing process improvements. The Deputy Director - Engineering assesses operations, policies, procedures, and resource utilization to strengthen performance, efficiency, and accountability. The position also supports the development of short- and long-term goals, monitors performance metrics, and prepares reports and research for executive leadership and City Council.

An employee in this class is expected to exercise considerable initiative and independent judgment by resolving operational and highly technical problems and policy matters that may arise. This class differs from the class of Supervising Engineer by the more difficult and diverse nature of the projects and programs they manage, and by the additional administrative and management duties. The Deputy Director - Engineering reports to the Assistant City Engineer who reviews work through conferences, reports, and evaluations of results achieved. This class is FLSA exempt-executive.

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, Urban Planning, Construction Management, Public Administration, or related field. Extensive (5+ years) work experience in the management, administration, and supervision of public works, engineering, or other related municipal operations.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date (*by assignment*).

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Experience effectively dealing with the general public and elected officials is highly desirable. A Master's Degree from an accredited college or university in a field related to area of assignment or Public Administration is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, local and other governmental officials, other City employees, management, and contractors 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. Prepares written documents, Council reports, studies, letters, memos, and special agreements with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to define and express City objectives, findings, recommendations, procedures, policies, and goals. Serves as department representative at meetings and committees.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures (SOP), federal regulations such as the Federal Highway Administration (FHWA), state regulations such as the Arizona Department of Transportation (ADOT), or other standards/guidelines including Maricopa Association of Governments (MAG). Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to project sites to inspect, monitor, and evaluate work to determine compliance with plans, specifications, and requirements. Operates a variety of standard office equipment including a personal computer (PC). Prepares updates on project schedules for management. Assists in the preparation of the five-year capital improvement plan and the annual budget. Meets scheduling and attendance requirements.

Mental: Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems such as scheduling conflicts and contract disagreements by meeting with staff, other agencies, contractors, consultants, developers, architects, etc. Coordinates work activities and program functions with other City departments, other cities, and other agencies. Develops divisional policies and procedures and short- and long-term objectives. Conducts research and analyzes data regarding design and construction methods to assist in improving City standards. Performs mathematical calculations and cost analyses to verify contract costs and change order requests. Assists in preparing the department budget. Comprehends and makes inferences from written material such as consultant reports and contract documents, to recommend course of action. Understands and interprets blueprints, schematic drawings, and layouts to ensure compliance with specifications and other City requirements.

Knowledge and Abilities:

Knowledge of:

the principles and practices of civil engineering, and the methods and techniques used in the design and construction of public water, sanitary sewer, storm sewer, underground utility lines, retention basins, pump stations, water storage tank sites, and public street improvements;
federal, state, and local regulations and codes;
the engineering standards pertaining to the design and construction of municipal projects;

administrative and supervisory principles applicable to civil engineering and public works programs;
capital improvement project planning and life cycle asset management;
symbols and terminology used in engineering drawings;
the principles and techniques of modern public administration;
professional civil engineering theories, issues, practices, and trends; and
the principles and practices of employee supervision and training.

Ability to:

instruct and train subordinates regarding City procedures and policies;
supervise employees, through subordinate supervisors in the preparation of plans and specifications for City and consultant designed/constructed capital improvement projects;
coordinate schedules and construction sequence operations with City work sections, contractors, and outside agencies;
advise personnel on the preparation of construction documents;
review proposed construction plan changes and contractors' requests for time extensions and make related determinations;
evaluate proposed designs for cost effectiveness, technical correctness, and compliance with objectives of budgeted projects;
supervise engineering design teams engaged in the review of subdivisions and private developments for compliance with City of Mesa guidelines and current professionally recognized engineering practices which are exemplified by, but not limited to the following: proper sewer line slopes, correct location of street lighting fixtures, soil reports which address special treatment of subgrade, whether the grading plan complies with the requirements of the Flood Zone regulations for designed Flood Zone plain, and hydrology reports and calculations for adequate storm drain design;
analyze program achievements by evaluating activities to assure efficient operations and compliance with objectives, policies, and procedures, and to implement changes when needed;
meet with staff, developers, engineers, and architects to resolve problems relative to the proposed design and construction of projects with regard to City requirements;
effectively recommend personnel actions related to selection, disciplinary procedures, performance, leaves of absence, and grievances;
apply diversified, fundamental, scientific, and civil engineering concepts to practical, civil engineering problems with versatility;
manage the work of others through planning, organizing, motivating, and evaluating performance objectively;
resolve work procedure problems and questions presented by subordinate-level employees;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;
write clear, complete, accurate, and logical reports;
determine adherence to civil specifications on a variety of construction jobs;
communicate effectively and persuasively with contractors and developers in securing compliance with specifications, plans, and ordinances;
establish and maintain effective working relationships with contractors, engineers, architects, property owners, fellow employees, and the general public;
manage and assure responsibility of an economical project;
apply fractions, percentages, ratios and proportions, mensuration, logarithms, algebra, geometric

constructions, and the essentials of trigonometry;
read and interpret construction drawings; compute quantities and make cost estimates; and conduct
engineering research work.

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.

New 5/26

RM/js/ah

CS1537

EEO-O/A

JOB FCTN-ENG

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 63

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 65-200