



Title: Deputy Engineering Director

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Engineering Director.

Exercises direct supervision professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Engineering or equivalent
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Registered Professional Engineer required upon hire with preference to Arizona registration. Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to actively support and uphold the City's mission statement and values. Supervises the engineering activities of the department, which may include development plan reviews, capital projects, technical assistance activities, and construction and design; coordinates engineering activities with other divisions and departments; provides highly complex staff assistance to the Engineering Director; coordinates activities with other agencies, developers, utility companies, consultants / contractors; develops and makes presentations; manages projects.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Supervises projects. Coordinates activities with departments, consultants, developers and outside agencies; compiles data and statistics; reviews plans and documents; prepares estimates; schedules activities; participates in the proposal process; ensures all reporting activities are complete.
3	Provides staff assistance to Engineering Director, City Manager, and City Council. Prepares and presents staff reports, recommendations, and technical reports related to engineering matters; advises City Council, other commissions, committees and boards on engineering related matters; prepares reports for other agencies; ensures the Engineering Division staff contributes to the City's mission and values; acts as Engineering Director as required.
4	Coordinates Plan Review. Reviews plans; recommends alternatives; attends meetings; updates standards; prepares and presents materials to committees, management, and elected officials; represents the City to the public.
5	Oversees and Administers the Annual Budget. Forecasts revenues and expenditures; presents proposals for approval; authorizes payments and monitors expenditures for recommended adjustments.
6	Responds to and resolves difficult and sensitive inquiries, complaints, and requests for services from citizens and customers in an open and creative manner; communicates and provides information to the public through correspondence and telephone calls.
7	Facilitates the provision of the highest level of quality customer service possible for Division customers; ensures customers are provided the Division's services in the most courteous and friendly manner possible.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, engineer’s scale.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, safety footwear, protective eyewear, hard hat.