



## **Title:** Engineering Supervisor (Engineering Services Division)

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy Director of Development and Engineering.  
Exercises direct supervision professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in Civil 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**

Under general direction coordinates, supervises, and participates in the conduct of complex engineering projects, including research, design, and review for a variety of public works, water, wastewater and drainage capital improvements; performs case reviews for new developments to ensure compliance to City master plans, standards, and coordination with City capital improvement projects; plans, directs, and coordinates the work of professional and technical staff; coordinates and administers contracts for professional services and construction; and performs related work as assigned.

Assigns projects to Civil Engineers and Project Managers; assists in review of budgets, schedules, and scopes for engineering projects; supervises engineering staff; coordinates with outside agencies and client departments; works with field inspectors; assists customers.



### 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 in the Engineering department by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages high level public infrastructure projects from conception through design, construction and project close-out, working with consultants, various City departments and other organizations; reviews design drawings, estimates, and schedules; prepares meetings and agendas; facilitates meetings; prepares statement of work for consultant solicitation, interview, and selects consultants for design projects; prepares budgets and scopes for the City's Capital Improvement Program; reviews plans for conformance to City standards and details.
3	Provides technical assistance to other departments within the City; Capital Improvement Program development; coordinates improvements required for development projects; reviews City standards for consistency across departments; cost estimates; Master Planning; reporting of the Capital Improvement Program for other departments.
4	Communicates with public, staff, and elected officials to answer questions, analyze complaints, provide solutions, and give public presentations; resolves citizen complaints while remaining in line with existing funding and project scopes.
5	Negotiates intergovernmental agreements and utility agreements with other agencies; identifies each agency's tasks and financial commitments and schedules requirements for both parties.
6	Policy Development. Reviews, produces, and implements policies for capital improvements engineering standards.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b>					
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	X	Light	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.

<b>Work Environment for this position is indicated below with “X”</b>				
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	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, global logger, engineer’s scale.

**PROTECTIVE EQUIPMENT REQUIRED:**

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