



JOB DESCRIPTION

TITLE: Senior Engineer Manager
DEPARTMENT: Public Works – Engineering Division
GRADE: 20
FLSA: Exempt
EEO DESIGNATION: Professional
REVISION DATE: 11/19/2014

POSITION SUMMARY

The Senior Engineer Manager works under the direction of the City Engineer. The Senior Engineer Manager performs professional engineering work of a managerial, supervisory, and technical nature and directs the activities of other engineering staff and department support personnel. General responsibilities include concept design, preliminary and final design, layout, construction, inspection, and ensuring that all proposed private developments comply with Draper City development code. Specific areas of responsibility will be assigned by the City Engineer. The Senior Engineer Manager also ensures that subordinate staff is able to function effectively and efficiently in fulfilling their established goals. The Senior Engineer Manager may be required to attend City Council, Planning Commission and other meetings as needed.

ESSENTIAL FUNCTIONS:

- Exercises direct supervision over subordinate staff, as assigned by the City Engineer.
- Directs and coordinates engineering responsibilities with subordinate staff, including the design and construction of roadways, bridges, drainage, parks and trails, water facilities, and public buildings. Responsibilities also include the acquisition of property required for these projects.
- Oversees engineering design, review and inspection of residential, commercial and industrial subdivisions and developments and advises the City Engineer, Community Development Department and Planning Commission of potential issues.
- Assists the City Engineer in the preparation and execution of the citywide capital improvement program.
- Assists in the preparation and updating of City fees related to development, such as undergrounding fees, land disturbance permit fees, engineering review fees, impact fees and other related development fees.
- Coordinates engineering studies and reports, including alternative studies, traffic studies, computer modeling of infrastructure, hydrologic and hydraulic studies, soils and geotechnical reports, land surveying and other engineering related studies and reports.
- Serves as the engineer in charge for projects under the direction of the City Engineer and schedules all aspects of projects; coordinates legal activities and requirements; prepares change orders; monitors consultant activities and works to ensure compliance with standards



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and contract specifications; ensures timely completion of projects and conducts and coordinates project inspections.

- Coordinates a variety of operations and activities undertaken by the engineering division related to traffic signalization, project design and management, infrastructure analysis and public works systems; coordinates project priorities; provides engineering reviews and reports for proposed projects and developments; completes preliminary and final design of utility systems; aids in establishing city master plans and impact studies for various utility systems.
- Represents the city as staff to various commissions and task forces; prepares various reports, projects and evaluations as required; provides input to the City Council and committees as required.
- Provides coordination for the maintenance of traffic signals as needed to provide for emergency operation, re-programming of controllers and time clocks, general maintenance and other related actions.
- Is responsible for the preparation and updating of infrastructure master plans including transportation, culinary water, storm drainage and flood control, parks, and other general plans as assigned.
- Assists the GIS Manager with the Geographic Information Systems as requested.
- Attends meetings, including evening meetings, as assigned by the City Engineer.
- Assists in applying for outside funding sources from other entities.
- Assists in the preparation and the updating of design and construction standards for City infrastructure including water, storm drainage, transportation, and others assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college with a bachelor's degree in civil engineering and six (6) years of experience in engineering design, including at least two (2) years of project management experience, or any equivalent combination of education and experience. The Senior Engineer Manager must be a Registered Professional Engineer in the State of Utah and have a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in project planning, scheduling and control.
2. Ability to handle complex problems.
3. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.



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4. Ability to develop, maintain, and manage a team of professionals to achieve goals, project deadlines and objectives
5. Demonstrated knowledge of the principles and practices of engineering design and construction.
6. Working knowledge of construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
7. Ability to work in an office environment as well as outside in the field.
8. Ability to interpret plans and specifications.
9. Ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
10. Ability to communicate effectively with the public under potentially adverse circumstances and to work well others.
11. Ability to follow city policy; concentrate on the completion of assigned tasks accurately, and accomplish the completion of duties in a timely manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. Person may need to lift up to 50 lbs on an occasional basis. This position requires the employee to be outdoors periodically and to drive a City vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints which may require alterations in the normal 8-5 work schedule.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.