



CLASS SPECIFICATION

Class Code: 17350
Date Est: 08/2012
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

DIVISION DIRECTOR ENGINEERING AND CAPITAL PROJECTS

DEFINITION

Under administrative direction, the Community Services Department (CSD) Engineering and Capital Projects Division Director is accountable for providing engineering services and directing the planning and implementation of capital projects for the County in the areas of water resources and systems, storm water management, transportation systems, buildings and facilities, and parks and for ensuring that capital projects are implemented in a efficient and effective manner. The Engineering and Capital Projects Division Director is the designated County Engineer and fulfills the duties and responsibilities allocated to the County Engineer by Nevada Revised Statutes. The Engineering and Capital Projects Division Director is a key advisor to the CSD Director and is a member of the CSD Executive Team.

EXPERIENCE AND TRAINING REQUIREMENTS

Education equivalent to graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture, or a closely related field and six years of progressively responsible full-time experience in professional civil engineering to include 3 years experience in a supervisory/management capacity; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Registered as a Professional Engineer in the State of Nevada.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

This is a management position, exercising direct and indirect supervision over a Division made up of professional, technical, and administrative support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Contributes to development of the strategy, objectives, long term and annual plans, and operating model for CSD by participating in the development and implementation of organization strategy and the creation of an organizational culture designed to support the delivery of a wide range of high quality and necessary services to the community.

Contributes to the optimal management of capital, financial and human resources for CSD to achieve its strategies and objectives, with focus on reviewing of the optimal capital resource allocation and performance by developing and administering the Engineering and Capital Projects Division budget, developing projections for staffing, materials and services requirements and recommending and justifying staff, equipment, services and service levels.

Contributes to the development and implementation of inter-divisional programs, services and protocols and the allocation of the optimal resources to such programs and services engaging in organization wide priority setting, resource allocation, and decision-making and allocating Engineering and Capital Projects Division resources as needed to maximize the accomplishment of both intra-divisional and inter-divisional priorities.

Develops and administers the Engineering and Capital Projects Division budget, developing projections for staffing, materials and services requirements.

Develops and implements performance metrics, quality standards and reporting of performance of Engineering and Capital Projects programs, projects and services against pre-established and agreed performance standards.

Within the parameters and priorities established by the Department Director, establishes the objectives, policies, organization structure, operating and staffing model for the Engineering and Capital Projects Division to enable the Division to meet its pre-agreed goals.

Oversees the development of long and short term capital projects, in addition to long and short term Capital Improvement Programs.

Oversees the County's surveying, mapping, and related technical support functions to provide support for CSD and engineering functions and administer a variety of contracts and leases for the provision of services to the CSD or its customers.

In accordance with the approved plan and the program's statutory provisions, oversees the Central Truckee Remediation District to ensure that the investigation and remediation of contaminated water within that District is conducted according to plan and meets statutory requirements.

Ensures that engineering and capital projects are conducted and completed according to plan through oversight of the project planning, design, construction and engineering inspection function by supervising assigned staff, determining work performance standards, and providing direction to staff.

Ensures that Engineering and Capital Project Division staff is provided with training and development to perform their duties in a technically competent manner, safely and to meet pre-established quality standards.

Builds and develops an Engineering and Capital projects leadership team and leads that team in the achievement of the Engineering and Capital Projects Division's business objectives.

Creates and sustains a culture of continuous business improvement within the Engineering and Capital Projects Division to enhance the efficiency and effectiveness of the Engineering and Capital Projects Division's business.

Establishes and sustains a culture of personal and collective accountability within the Engineering and Capital Projects Division; monitors performance and provides feedback and coaching to employee; encourages teamwork and collaboration.

May perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

County, departmental/division policies and procedures.

Countywide personnel policies.

Computer software specific to the work of the department/division.

Principles and practices of management and supervision; including program planning, implementation, and administration.

Principles of budget preparation and fiscal accounting.

Washoe County budget process and pertinent policies and procedures of other County department (e.g., Purchasing, Finance, Risk Management).

Modern principles and practices of administration as applied to the design construction and maintenance of public infrastructure including streets, buildings, water, wastewater, storm water facilities, parks and recreation and other public works facilities and services.

Laws, ordinances, and codes and regulations governing the County's community planning, building and code compliance, transportation system, public works, parks and open space and utilities activities and the planning, management, and operations of organizations providing these services.

Principles and practices of civil engineering as applied to the development and management of public works facilities and systems.

Provisions of applicable collective bargaining agreements.

Contract administration procedures, including construction contracting principles and dispute resolution.

Ability to:

Organize, direct, and coordinate the activities of a division of a large department providing a diverse range of community services.

Plan, coordinate, and direct the operations of the Engineering and Capital Projects Division to achieve established goals and maximize efficiency.

Lead the County's long-term capital improvement planning and project implementation.

Evaluate work priorities, procedures and processes and operational or engineering issues to determine their effectiveness and efficiency. Evaluate operational problems or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Provide leadership and initiative to affect positive improvements to processes, procedures, and relationships that enhance services to the public and to internal operations and that improve efficiencies of operations.

Supervise personnel, including training, assigning and reviewing work, coaching and mentoring staff, administering discipline, and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Interpret, understand, and apply technical reports, statutes, rules, and regulations.

Develop and administer the Engineering and Capital Projects Division budget.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with Division and Department staff, representatives of other departments, professional engineers, architects, planners and contractors, management staff, elected officials, citizen interests and the general public.

Make presentations and represent the Washoe County Community Services Department in various public forums such as County Commission meetings.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is usually performed in an office environment and occasionally outdoors.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.