

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for professional administrative and engineering work in directing the activities of planning, design, and contract management for the water, sanitary sewer, stormwater, and transportation systems, and performs other related duties as assigned.

ESSENTIAL TASKS:

- Collaborates with other City operating departments and directs managers and staff engaged in the planning, prioritizing, reviewing of engineering design work related to the repair, rehabilitation, replacement and expansion of streets, related facilities, stormwater system, sanitary sewer programs and water system programs
- Manages the engineering design division including the planning, prioritizing, reviewing, and supervising of staff involved in engineering design work
- Monitors the work performance of employees, engineers, consultants, and contractors in design and throughout construction and assures proper closeout documentation is provided for as-built drawings
- Manages the preparation of construction plans, specifications, cost estimates and reviews for constructability
- Develops requests or proposals, review proposals and oversees the selection process, prepares and negotiates contracts, and processes payments, amendments and change orders
- Assists with the development of the capital budget and implements long-range capital improvement plans
- Reviews and approves designs, and conducts staff project and design meetings
- Manages engineering studies and research plans, provides regular reports and status updates to elected officials, Authorities, Boards and Commissions, outside agencies and other departments
- Ensures compliance with local, state, and federal regulations and City policies
- Plans, motivates, supervises the work of subordinate personnel, including the accurate communication of City and departmental policies, procedures, and standards and ensuring compliance and understanding throughout the department
- Provides technical and other support to operations and maintenance divisions and sections
- Participates in budget preparation and administration
- Recommends and assists in the implementation of department goals and objectives, and implements department policies and procedures
- Reports to work on a regular and timely basis

In addition to the above tasks, the following essential tasks are required by the individual departments:

Public Works

- Coordinates transportation related projects with City departments and external agencies and organizations
- Coordinates water, sanitary sewer, stormwater and other utilities within transportation projects

Water and Sewer

- Coordinates water, sanitary sewer and stormwater related projects with City departments and external agencies and organizations
- Maintains the City's hydraulic water and sewer models and reviews applications for water and sewer service while directing system improvements to ensure adequate water pressure and sewer service
- Ensures receipt of as-built drawings, directs the preparation of as-built drawings, utility system maps and easements, production and consumption records and calculates system capacities for water, sewer and storm assets

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in civil engineering, or a related field; **and**,
- (b) Nine (9) years of responsible experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of municipal engineering objectives, purposes, methods, practices used in the planning and design of construction, maintenance and repair of streets, surface drainage, stormwater management, traffic control systems, water infrastructure, wastewater infrastructure and public facilities
- Considerable knowledge in principles and practices of budget preparation and analysis, engineering economics including cost and benefit analysis
- Considerable knowledge of the laws, ordinances and regulations relating to the planning, development, construction and maintenance of water, wastewater, transportation, stormwater and public facilities

Ability to:

- Plan, direct and supervise the work of professional and sub-professional engineering personnel engaged in a variety of planning design activities
- Supervise important and difficult engineering projects
- Work effectively under time deadlines and within limited financial and staffing resources
- Develop and present written and verbal reports
- Formulate short and long-range plans necessary to accomplish departmental goals
- Utilize the highest level of interpersonal skill to understand, select, develop, and motivate internal and external customers

Skill in:

- Communicating clearly and precisely, both verbally and in writing
- Analyzing situations quickly and efficiently working towards problem resolution

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequently lifting up to 10 pounds; occasionally carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and**,
- b) Possession of a Professional Engineer license in the State of Oklahoma

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some travel to various job sites to review operations.



CLASS TITLE | DESIGN ENGINEERING MANAGER

PAY GRADE: EX-56 | www.cityoftulsa.org/pay

Class Code: 1066

Effective Date: 7/1/2023

EEO Code: E-01

Group: Engineering, Planning, and Technical

Series: Professional Engineering