

Job Title: Senior Engineering Project Manager

Department: Engineering

Immediate Supervisor: City Engineer

Origination Date:	01/01/01
Revision Date:	09/11/06
FLSA Status:	Exempt

BRIEF DESCRIPTION OF THE JOB:

Coordinates, supervises and participates in the conduct of complex engineering projects, including research and design for a variety of projects, including drainage and streets capital improvements, construction development, and/or maintenance programs; plans, directs and coordinates the work of engineering project managers and inspectors in the Capital Improvement Program Division; coordinates and administers contracts for professional services; reviews and approves various types of civil engineering improvement plans and performs related work as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responsible for program planning and project development of all projects in the City's five-year Capital Improvement Program (CIP) including: producing or overseeing consultants in the production of project scoping or pre-design documents for projects planned in the five-year CIP, financial/cost analyses for projects, initial project assessments, design concept reports, assisting the CIP Administrator on the budgeting, financial planning and programming of projects in the five-year CIP, and coordinating project development activities with City Departments.
2	L	Oversees the CIP Division by supervising, training and evaluating engineering project managers and inspectors. Administers and distributes work loads for City CIP and development projects. Inspects project sites to assist in the solution of difficult problems. Interprets specifications and City policies. Prepares and manages the CIP Division budget.
3	L	Evaluates plans and reports by reviewing and approving submitted plats, improvement and "as-built" plans, and associated reports to ensure compliance with city design and construction standards and other applicable engineering principles.
4	S	Develops division policies and guidelines by developing, updating and revising engineering design guidelines, construction specifications, and various standardized forms and processes and identifying and processing easement and Right-of-Way acquisitions for the developer and city projects.

Physical Strength Code		ESSENTIAL FUNCTIONS
5	L	Communicates with the general public, other City, local, state, and federal employees, vendors, management, contractors, and public officials in order to perform assigned work. Instructs and trains subordinates and informs the general public on capital improvement projects or different programs such as stormwater management. Prepares letters, memos, specifications, reports, City Council Reports, with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate technical and controversial issues. Coordinates Regional Transportation Improvement Projects (TIP) and items.
6	S	Supervises and participates in the development of plans, specifications, estimates, and work orders for the construction of public works projects, including drainage and streets projects. Supervises and participates in the development of capital improvement plan projects, including preparation of Request For Proposals and bid packages, the selection of consultants, preparation of plans, specifications and cost estimates, negotiating fees for professional services, processing submittals, progress payments and change orders.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in Civil, Transportation or Sanitary Engineering or equivalent.
Experience	Over five years experience in project management, public works engineering and supervision.
Certifications and Other Requirements	Must possess a valid Arizona Professional Engineering License, and Arizona Class D Driver's License.
Reading	Work requires the ability to read construction plans and specifications, county, state and federal regulations, legal documents and descriptions, contracts, and engineering reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, trigonometry, geometry and quantitative equations.
Writing	Work requires the ability to write technical and quantitative documents, engineering design guidelines, construction specs and policies and procedures.
Managerial	Work requires the supervision of the CIP Division including engineering project managers and inspectors and program planning and project development of all projects in the City's five-year CIP.
Budget Responsibility	The incumbent prepares documents and does research to justify language used in documents for the CIP Division and may recommend budget allocations.

JOB REQUIREMENTS	
Supervisory / Organizational Control	Work requires supervising and monitoring performance of engineering project managers and inspectors providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires strong knowledge of general civil engineering principles and practices. The level of work requires exercising competent, independent judgment. Work is widely varied involving analyzing and evaluating many complex and significant variables, identifying needs and assignments, and developing and/or recommending departmental and/or citywide policies and procedures.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the City such as Municipal Field Operations and Water Resources which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with customers, developers, contractors, and design engineers to resolves specific engineering issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites and meetings
Sitting	F	Deskwork, meetings
Walking	F	To other departments and around job sites
Lifting	R	Plans and equipment
Carrying	F	Plans and equipment
Reaching	R	For supplies and plans
Handling	F	Paperwork
Fine Dexterity	O	Measuring and drafting
Kneeling	R	During inspections
Crouching	R	During inspections
Bending	R	Retrieving items from lower shelves

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PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Twisting	O	From computer to telephone
Climbing	R	Stairs, step stool
Balancing	R	On step stool
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	F	Communicating with personnel and general public and on telephone

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Blueprint copier, copier, calculator, fax machine, telephone, various measuring devices, computer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Extreme Temperatures	S	Office Environment	X
Chemical Hazards	N	Noise and Vibration	N	Warehouse	
Electrical Hazards	N	Wetness/Humidity	N	Shop	
Fire Hazards	N	Respiratory Hazards	N	Vehicle	X
Explosives	N	Physical Hazards	M	Outdoors	X
Communicable Diseases	N			Rec/Nghbrhd Center	
Physical Danger or Abuse	N			Other (see 2 below)	
Other (see 1 below)	N				

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and steel-toed shoes

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C

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NON-PHYSICAL DEMANDS	
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

_____	_____
Signature of Employee	Date

_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date

_____	_____	_____
Job Title of Department Head	Signature of Department Head	Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.