



# City of Bradenton Job Descriptions

## **Job Title: ENGINEERING SECTION MANAGER**

<b>Date Prepared:</b>	July 01, 2008
<b>Department/Location:</b>	Public Works and Utilities / Executive
<b>FLSA Status:</b>	Exempt
<b>Bargaining Unit:</b>	None
<b>Classification:</b>	Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.
<b>Schedule:</b>	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
<b>Supervision Exercised:</b>	Provides direct supervision of support staff in the following functions: engineering, surveying, permitting and construction observation.
<b>Supervision Received:</b>	Works under the general supervision of and receives assignments from the Director of Public Works and Utilities. Considerable independent judgment and initiative are required; direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing the work.

**General Purpose of the Position** Highly responsible with advanced planning and administrative duties directing the Engineering Section of the Public Works and Utilities Department. Oversees the following functions:

- Asset management
- Construction standards
- Development review
- Engineering planning, design, permitting and construction
- Mapping (asset, GIS, survey)
- Planning (Capital Improvement Program)
- Project management
- Regulatory compliance management
- Supervision of staff and consultants

### **Essential Duties and Responsibilities:**

- Directs and oversees all aspects of the Engineering Section.
- The Manager shall plan, organize, implement and supervise activities related to asset management, construction management, engineering, mapping and project management.



# City of Bradenton

## Job Descriptions

- The Manager works under the direction of the Director of Public Works and Utilities who gives guidance regarding City policy, Department goals and City Council priorities.
- Participates in overall Departmental activities as a member of the Department Director's management team; maintains responsibility for accurate and timely communication of management issues to employees and ensures that upper management is aware of employee concerns.
- Plans, organizes, prioritizes, and directs the activities of the section; delegates appropriate responsibilities to subordinates; assures the total operational effectiveness of the section.
- Establishes and implements operational policies, goals, and objectives for the section consistent with the policies, goals and objectives of the Department of Public Works and Utilities. Ensures and encourages compliance with city-adopted safety policies and procedures.
- Ensures and encourages compliance with the City of Bradenton Employee Handbook; conducts pre-disciplinary hearings.
- Evaluates the work of superintendents, supervisors and support staff within the Section; identifies training needs; provides counseling as needed.
- Evaluates needs for facilities and services in the assigned areas of responsibility; assesses financing possibilities and available resources in relation to needs; recommends priorities accordingly and develops programs to obtain objectives.
- Prepares and manages the annual budget for the section; works with the superintendents and supervisors to prepare and manage the annual budgets for each division of the section; determines resource needs and financing requests; oversees section budgetary administration.
- Oversees cost-effective infrastructure planning, repair and maintenance (asset management) and coordinates significant capital improvement projects for the City of Bradenton Public Works and Utilities Department; oversees preparation and maintenance of the Department's annual, 5-year and 10-year infrastructure and facility Capital Improvement Program (CIP).
- Oversees capital improvement project management; creates and executes project work plans and revises as appropriate to meet changing needs and requirements; identifies resources needed and assigns individual and consultant responsibilities; ensures City meets its project contractual responsibilities to consultants, contractors, vendors, regulatory agencies, funding agencies and other organizations; coordinates City reviews of project deliverables prepared by consultants; ensures project documents are complete, current, and stored appropriately; tracks and reports project expenditures on a monthly basis; manages project budget; coordinates with Support Services Section to ensure timely and accurate reimbursements from funding agencies and monitors both expenditures and receivables for project.
- Establishes and maintains good working relationships with community groups and agencies and the media; participates on various City and community committees, task forces; represents the City of Bradenton Engineering Section with intergovernmental committees, regulatory agencies and the general public.
- Performs related work as needed or assigned by the Director of Public Works and Utilities.

The Manager will be responsible for, evaluated on and held accountable for the following:

- The effective and efficient operation of the section within approved budget and guidelines. The Manager must be a good steward of the citizen's money.
- The effective and efficient management of capital improvement projects within approved budget and guidelines.
- The Manager is expected to model servant leadership and create a culture of integrity, accountability, customer service, respect, empathy, competence, quality, innovation, flexibility, thrift and cooperation.



# City of Bradenton

## Job Descriptions

- The Manager is expected to be innovative – to formulate ideas and plans to move the section beyond the present and into the future.
- The Manager is responsible for the professional success and growth of subordinates; ensures that the subordinates understand and fulfill their essential duties and responsibilities; trains, counsels, encourages, disciplines or, if necessary, recommends replacement of underperforming subordinates; makes hiring recommendations to the Department Director.

### **Skills and Physical Abilities Required:**

- Knowledge of modern principles, methods, practices, and materials in planning, designing, operating and maintaining public works services.
- Knowledge of federal, state and local laws, regulations and standards relating to public works operations.
- Knowledge of safety standards and precautions pertaining to the functions of the Section.
- Knowledge of effective managerial practices and methods and ability to plan, organize, prioritize, coordinate, assign, and evaluate the work of subordinate employees.
- Knowledge of budgeting and fiscal procedures and methods.
- Knowledge of municipal government organizations.
- Ability to establish and maintain effective public works programs.
- Ability to assess overall section effectiveness in carrying out its mission.
- Ability to assess and define training needs of subordinate personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain records and to prepare reports.
- Ability to identify problems and to initiate solutions and/or corrective measures.
- Ability to establish and maintain effective working relationships with other employees, City officials, other public safety and community agencies, and the general public.
- Excellent work history and attendance record.
- Daily activities will normally take place within an office setting requiring limited physical effort.
- Requires visual acuity for reviewing and checking work submitted for approval.
- Requires sufficient hearing to accurately perceive information at normal spoken word levels.
- Manual dexterity to operate standard office, data entry, and word processing equipment is required.

**Computer Equipment and Software Requirements:** Proficiency in computer software and the ability to adapt to other software programs with ease. Experience with standard business software such as Word, Excel, Microsoft Office, email and internet browsing is necessary.

**Education and Experience Required:** Graduation from an accredited college or university with a bachelor's degree in engineering (preferably Civil, Environmental or Sanitary Engineering). A minimum of fifteen (15) years of progressively responsible professional experience in engineering is required (preferably municipal experience in Florida), of which five (5) years of experience must have been in a senior supervisory or management capacity. Experience working with (as an employee) or for (as a consultant) municipal public works and utilities is required with an understanding of municipal procurement, budgeting, standards, contracting, design and permitting. The incumbent must be licensed in good standing as a Professional Engineer (P.E.) in the state of Florida. Good driving record and valid Florida driver's license.



# City of Bradenton Job Descriptions

**Commercial Driver License (CDL):** A Commercial Driver License (CDL) is not required for this position.

**Pay Grade:** 131

**Salary Range:** Minimum:\$36.74/hour Maximum: \$55.11/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Approved:**

**Department Director**

**Date** 12-29-16

**Human Resource Director**

*Manager*

**Date** 1/11/17

\*Updated April 2015

\*\*Updated June 2015

\*\*\*Updated Dec 2015