

NEW CASTLE COUNTY GOVERNMENT

Number 0673

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CLASS SPECIFICATION

Date 05/01/01

Title: CHIEF OF DRAINAGE OPERATIONS

Approved:



GENERAL STATEMENT OF DUTIES: Manages and administers New Castle County's storm drainage programs and infrastructure including operations, capital construction, storm water facilities, and non-point source pollution control; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional engineering knowledge and managerial skills in the conception, planning, design, construction, rehabilitation, maintenance and operation of storm drainage infrastructure and programs. Responsibilities include the management and supervision of professional, technical, supervisory and support staff, professional consultants and contractual vendors. This employee also performs administrative tasks in line with these responsibilities. Assignments are broad in scope and considerable independent judgement is required.

EXAMPLES OF WORK: (Illustrative Only)

- Manages and coordinates the activities of subordinates, engineers, drafting technicians, survey personnel, inspectors, technicians and support staff;
- Manages and supervises the preparation of plans and specifications for construction projects;
- Initiates, reviews and approves plans/specifications prepared by consultants;
- Prepares capital budget and project cost estimates;
- Prepares and administers the County's capital program for drainage and New Castle Conservation District projects;
- Represents the County Executive and serves as his/her liaison with the New Castle Conservation District;
- Coordinates drainage projects of mutual interest with the State of Delaware;
- Manages, prepares and administers the operating budget;
- Authorizes work to be performed by personnel and contract vendors, reviews inspection reports and accepts work for payment and final acceptance;
- Investigates complaints and service requests related to storm drainage;
- Coordinates non-point source pollution programs for storm drainage;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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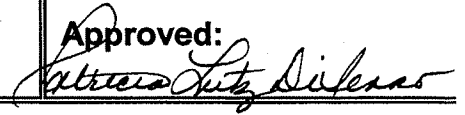
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Date 05/01/01

CLASS SPECIFICATION

Title: CHIEF OF DRAINAGE OPERATIONS

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering as applied to the development, construction, rehabilitation and maintenance of storm drainage systems; skill in the use of civil engineering instruments and equipment; ability to plan, layout and manage work of subordinates; ability to plan projects and prepare related designs, estimates and specifications; ability to make difficult computations and to make comprehensive recommendations on engineering problems; ability to exercise professional engineering judgement; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain effective working relationships with others; ability to plan, supervise, and manage the work of professional, technical and support staff; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years professional civil engineering experience at the management level and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skill, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a professional engineer's license issued by the State of Delaware; possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 06/25/90
Revised: 01/02/91
Revised: 11/01/95
Revised: 07/01/97
Revised: 05/01/01