

NEW CASTLE COUNTY GOVERNMENT

Number 0670

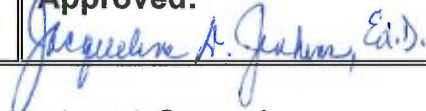
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Date 08/28/19

CLASS SPECIFICATION

Title: ENGINEERING SERVICES MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Assists the Public Works Department General Manager in the overall activities of the Department to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees all aspects of the planning, design and construction of capital improvement projects and related programs. Work involves a high degree of responsibility with active participation in the determination, formulation and execution of County policies. Responsibilities include working with other policy makers, legislators, agencies, professionals and the public. This employee works under general direction.

EXAMPLES OF WORK: (Illustrative only)

- Directs the planning and management of capital improvement projects;
- Oversees the review of all development proposals regarding sewer capacities;
- Manages the development of long and short-term goals for the division and assists in the long-and short-term goals of the overall department;
- Assists in developing, formulating, and executing policies and procedures for the department;
- Supervises, trains, instructs and evaluates employees;
- Provides effective training and education programs for all employees of the division;
- Works with staff in developing methods for dealing with departmental issues and in responding to problems or requests received;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Assists in the preparation and administration of the capital and operating budgets;
- Meets with and advises public and private stakeholders, committees, and individuals regarding County issues;
- Assists in screening, interviewing, and hiring consultants for engineering projects;
- 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 personal computer, and other related equipment in the course of the work.

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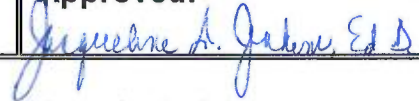
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Date 08/28/19

CLASS SPECIFICATION

Title: ENGINEERING SERVICES MANAGER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of principles and practices of management and of the services provided by the department; thorough knowledge of the principles and practices of project planning, design, and construction; good knowledge of the County's sanitary sewer and stormwater systems, infrastructure and controlling laws; ability to assist actively and effectively in the planning, organizing, and directing of engineering programs; ability to supervise the activities of a large number of professional, technical, and other staff working in varied activities; ability to motivate subordinates and to create a productive and professional work environment; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships associates, government officials, agencies, private organizations, and the public; ability to promote an ongoing attitude of dedication to excellent customer service; ability to analyze complex data and technical issues, draw valid conclusions, and make reliable recommendations.

MINIMUM QUALIFICATIONS: At least five (5) years progressively responsible experience in the area of project management of sanitary sewer or stormwater planning, design and construction and possession of a bachelor's degree from an accredited college or university with major course work in engineering, or related field; or an equivalent combination of experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must be licensed by the Delaware Association of Professional Engineers as a Professional Engineer. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 08/28/02
Revision: 08/28/19