Title: Engineering Support Branch Manager

FLSA STATUS: Exempt

OVERVIEW

Manages the activities of one or more engineering divisions through subordinate supervisors that do not require the oversight of a Registered Professional Engineer (PE). Makes authoritative decisions and recommendations having important impact on extensive engineering activities.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Engineering Manager in that the former does not require registration as a Professional Engineer (PE).

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Supervises and evaluates the work Supervisors and staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, work schedules and assignments, and administers personnel and related policies and procedures.
- Reviews, develops, motivates and mentors staff to achieve objectives and improve performance.
- Prepares and monitors the branch’s operating budget.
- Provides consultation for internal and external customers in technical areas assigned; assists staff in timely solutions to technical problems; conducts project site visits to evaluate problems and develop solutions.
- Performs technical and administrative work in the supervision and management of design manuals and standards; production of technically detailed plans; testing, documentation, and assessment or acceptance of products, and management and direction of consultants.
- Applies engineering knowledge in technical transportation areas such as evaluating the impact of new technology and regulations.
- Supervises the environmental requirements and processes to meet state and federal requirements for projects.
- Represents assigned department at various meetings with other government agencies and the public.
- Performs other related duties as assigned.

POSITION QUALIFICATIONS

Minimum Education and/or Experience: Bachelor’s degree in a work related engineering discipline such as, but not limited to, civil, chemical, environmental, or mechanical engineering and a minimum of five (5) years of engineering experience including work experience in engineering project management including one (1) year of experience in a lead or supervisory capacity

Training, Certifications, and Requirements: Depending on assignment

Knowledge of:
• Principals, practices, techniques and local, state, and federal regulations associated with the assigned area of engineering specialization
• Principles and practices of personnel management, organizational management, budgeting and employee supervision
• Computer networks and specialized applications used in assigned engineering area
• Occupational safety and health rules and regulations

Skills and Abilities to:
• Analyze complex issues and make logical recommendations based on findings
• Inspect completed and in progress work for completeness and compliance with specifications, standards, safety and adherence to sound engineering practices and related criteria
• Present facts, state and opinions clearly and concisely, to explain, persuade, negotiate and defend positions taken by the Department
• Develop or revise work priorities and schedules, methods, policies, procedures and specifications to carry out work objectives more efficiently, safely and cost effectively, and ensure accomplishment of Department goals and compliance with local/state/federal requirements
• Lead others and work cooperatively in a team environment
• Remain customer focused and work collaboratively
• Effectively communicate, both verbally and in writing

Preferred Education and/or Experience: Masters’ Degree; Additional years of experience using specialized programs in area of assignment.

Preferred Training, Certifications, and Requirements:

Working Conditions: Must be able to work in a normal indoor office environment. Some work duties will involve long periods of sitting, standing, walking, driving a vehicle, bending/kneeling, reaching and wearing protective gear indoors and outdoors. Weight required to lift, push, pull, or carry is 50 pounds. Dexterity of hands for computer work, desk work and driving motor vehicles. Must be able to work outdoors on occasion in extreme heat, cold, wind or rain on projects. Must be able to manage frequent interruptions, time pressures, high work volumes, multiple and complicated tasks, unscheduled tasks, team-oriented activities, prompt decision-making and interaction with government officials and the public. Must constantly maintain concentration, accuracy, ethical behavior and a professional demeanor.

REPORTING STRUCTURE

Supervision Received: Chief Engineer, Division Manager, Deputy Director, or Department Director

Supervision Exercised: Area supervisors (depending on area of assignment), Engineer Associate Seniors, Engineer Associates, Engineering Specialists, Engineering Technicians, and various support staff

May supervise Registered Professional Engineer (PE)