

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Public Works Division Director - Engineering	Job Code: 2419
Date: January 18, 2024	EEO Code: EX
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional engineering work and executive management of the Engineering Division, including duties as the City Engineer.

CLASSIFICATION STANDARDS: This single position classification is responsible to the Public Works Director and performs duties under general supervision. This work is distinguished by its professional and technical engineering duties, management of the Engineering Division, and City Engineer designation, as required by statute.

ESSENTIAL DUTIES:

Administration and Supervision: Supervise, plan, coordinate, and inspect work of assigned personnel; identify, evaluate, and resolve employee concerns; conduct performance reviews and enact discipline or rewards as needed; make division staffing decisions, including hiring, firing, and training; prepare division budget; monitor and approve division purchase orders and expenditures; maintain and review all work records, reports, documentation, State-required records, and work specifications on engineering capital projects; manage complex research on varied assignments; perform lower-level engineer duties. City Representation: Represent City on various ad-hoc, general design, and project review committees/boards; coordinate with City employees, City boards, school districts, and other governments, including City Council, Planning Commission, Utah Department of Transportation, Mountainland Association of Governments, Utah Transit Authority, Utah County, and others; recommend projects for development; advise and represent the City in various public situations and engineering matters. Project Management: Oversee capital project management of all transportation, mobility, traffic, and safety engineering projects; manage all division programs, including planning, design, property acquisition, easements, contract administration, quality control, budget, and construction; provide executive oversight on highly complex, major civil engineering, transportation, and traffic engineering projects; oversee budget, scheduling, and implementation staging on all projects; ensure compliance with applicable procedures and safety standards; ensure appropriate project documentation; resolve major operational problems; coordinate planning, design, and construction work between multiple public and private agencies; perform highly complex professional engineering services at all project levels; manage transportation maintenance fund use for annual City street maintenance projects. Transportation, Mobility, Traffic, and Safety: Oversee all transportation goals, studies, standards, and policies including Transportation Master Plan and projects assigned to various plans, fees, permits, mobility, multi-modes of transportation, capital facilities, active transportation, transit, impact fees, utility transportation fees, traffic and safety, public involvement, safe school routes, and division project management policies and procedures. Development: Oversee and ensure coordination of all residential and commercial developments and proposals; review and approve plans and plats for private development improvements; oversee all development improvements and agreements made within City rights-of-way and easements to ensure City code compliance. Survey, GIS, Inspections: Oversee City survey and Public Works GIS programs and projects; manage property descriptions, annexations, subdivision plats, roadway dedication plats, public easements, construction survey, technology integration, infrastructure survey and mapping, data collection and analysis, imagery, web applications, and property addressing; oversee division inspectors, construction permits, and Streets work; coordinate with inspectors and assist in field inspections, resolve conflict between approved plans and on-site construction, inspect utility and public works infrastructure as-built surveying; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering or closely related field and 5 years of experience as a registered professional Civil Engineer, 3 years of which must have been as a supervisor **OR** an equivalent combination of job-related education/training [substituting each 1 year of post-secondary education/training for 6 months of experience].


License(s)/Certification(s): A valid, lawful Driver License is required. State Professional Engineer license is required (must be State of Utah within 1 year of appointment). Membership in APWA, ASCE, NSPE, or an equivalent organization is desired.

SELECTION FACTORS: **Knowledge of:** current, advanced engineering principles and practices of planning and maintaining roads, bridges, and other City projects; principles and practices of City government administration; departmental policies; City engineering standards; techniques and methods of managing traffic flow and safety for multiple transportation modes on City streets, sidewalks, trails, and bicycle infrastructure; related laws, codes, rules, and regulations; civil engineering operations, functions, and terminology; basic English composition, spelling, and grammar. **Skill in:** using advanced engineering computations; using CAD and surveying programs, tools, instruments, and equipment; designing and evaluating highly complex engineering plans and specifications; using interpersonal relations in the management of employees and during contact with contractors, outside agencies, City employees, and public officials; practicing trust-building behaviors. **Ability to:** communicate effectively, both orally and in writing, with City staff, elected officials, residents, and stakeholder groups; prepare and present highly complex reports; explain technical/engineering plans to officials and the public; effectively manage and supervise division activities and programs; perform advanced field analyses; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; develop and maintain effective working relationships with the public, coworkers, and superiors; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to positive customer service principles.

TOOLS AND EQUIPMENT USED: Computer, civil design and construction software, survey equipment, office equipment, vehicle.

PHYSICAL DEMANDS: Requires moderate physical activity including pushing, pulling, or lifting medium weights up to 50 lbs., stooping, crouching, reaching, bending, walking through construction/development projects and sitting at a workstation for long periods.

ENVIRONMENTAL FACTORS: Requires exposure to dust, noise, adverse weather at construction sites, high volume traffic areas, heavy construction equipment, and frequent exposure to blueprint ammonia. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Department Director

1/14/24

 Date



 Mayor/Chief Administrative Officer

4/18/24

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.