

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Engineering Design Manager

Department: Transportation

Pay Grade: 516

FLSA Status: Exempt

Job Code: T721

JOB SUMMARY

The purpose of this classification is to manage the Transportation Department's Engineering staff and to direct implementation of the Capital Improvement Program (CIP) and the Transportation Special Purpose Local Option Sales Tax (TSPLOST) Program.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Implements the Transportation Master Plan (TMP); works with Traffic Operations and Transportation Planning Divisions to update short-range to long-range multi-modal capital improvement project listing and ranking on an annual basis; seeks funding from regional, state, and federal sources to support the TMP.
- Manages, oversees, and relentlessly advances capital projects through conceptual, design, and construction phases to ensure that they are implemented in a timely fashion; tracks project budgets; prepares project budget requests; manages schedules; reviews design plans and cost estimates; oversees activities of design consultants and design staff; reviews and approves consultant and contractor invoices; updates various monthly, bimonthly, quarterly, and annual transportation program reports.
- Manages and implements the projects in the Transportation Special Purpose Local Option Sales Tax (TSPLOST) Program through conceptual, design, and construction phases to ensure that they are implemented in a timely fashion; tracks project budgets; prepares project budget requests; manages schedules; reviews design plans and cost estimates; oversees activities of design consultants and design staff; and manages TSPLOST Program Manager consultant.

- Serves as the Engineer of Record and is in Responsible Charge for any project produced by the Engineering Division for the Transportation Department; defines when outside consultants shall be hired. This covers streets, bridges, alleys, and sidewalks.
- Prepares information on transportation issues and projects for City Council and general public; prepare policies and guidelines for design of transportation systems within City's jurisdiction; responds to complaints and requests from residents.
- Participates in the Development Review process for Transportation Department; reviews development proposals, permit applications, and construction plans for soundness of technical design and compliance with design guidelines; coordinates development issues and communicates transportation issues with other City departments such as Community Development; meets with permit applicants as needed; prepares comments and conditions for City Council consideration of development approval or disapproval.
- Develops and implements long- and short-term goals and objectives for the division; evaluates efficiency and effectiveness of division operations, methods and use of resources; sets and/or revises performance standards to measure success and implements improvements as needed.
- Manages consultant and construction contract procurement process; prepares requests for proposals and bid packages; supervises work of contracted engineering firms and/or in-house engineering consultant.
- Develops and administers budget for assigned division; monitors expenditures to ensure compliance with approved budget; determines capital equipment needs for division; reviews and approves budget items for purchase.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Seeks out best practices literature and software and copies of excellent reports to keep in a library for division reference. Fosters a working environment in which teamwork and excellence is promoted, expected and routinely provided.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at public meetings and community events.
- Communicates with supervisors, City Administrator, Mayor and City Council, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives and reviews various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in engineering or closely related field; six (6) years of experience in roadway design, transportation engineering, traffic engineering; Previous management or supervisory experience strongly preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Professional Engineer license required.
- Professional Traffic Operation Engineer (PTOE) certification is preferred.
- Possess and maintain a valid Georgia driver's license, with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of Georgia DOT's road design software required.
- Knowledge of City, county, state, and federal codes, ordinances, standards, and regulations pertaining to planning and designing transportation programs for roads, streets and rights-of-way.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity, including instructing, reviewing work, maintaining standards, and coordinating activities. Must be able to make decisions, give direction and follow through. A pleasant disposition is required.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and ability to calculate surface areas, volumes, weights, and measures, and plan quantities.

- Ability to apply principles of influence, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.