

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 Manager**

Department:	Community Development
Pay Grade:	516
FLSA Status:	Exempt
Job Code:	C702

### **JOB SUMMARY**

The purpose of this classification is to perform professional and supervisory tasks related to personnel assigned to perform engineering and environmental plan reviews and inspections. This position aids in performing technical inspections of development and construction projects of the Engineering Division. Provides management support to the Director in the administration and enforcement of City, County, State, and Federal codes and regulations by establishing, updating, maintaining, and implementing procedures for permit application intake, plan review, permit issuance, inspections, and closeout for land development and tree removal projects in the City. Trains and oversees staff in Quality Control/Quality Assurance practices.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations for transfers, promotions, and salary administration issues, new hires, disciplinary action, and employee discharge procedures.
- Supervises and guides the plan review, permitting, and inspection function of land development services of the Engineering Division; develops policies and procedures governing the plans review, permit issuance, and inspection process; renders interpretation of codes; directs and performs land development inspections
- Monitors reviewer and inspection staff execution, accuracy, and timeliness of work. Identifies improvements in processing, data capture, and reporting of work. Works with all departments responsible for monitoring the cumulative impact of environmental and infrastructure.

- Serves as cross-department Project Manager for strategic or larger development projects (transportation, planning, public works, economic development, and building).
- . • Manages to implement and enforce applicable City, State, and Federal ordinances and laws related to land disturbance and erosion control, tree removal, stormwater (in a support role to the Department of Public Works only), stream buffers, and floodplains.
- Represent the division and the department in various administrative and professional situations; prepare and provide professional recommendations; serve as the department representative when providing recommendations to outside groups.
- Performs administrative tasks for the division and department; receives, reviews, and provides input regarding rezoning applications; approves final plans for conformance with construction standards and requirements of the Unified Development Code (UDC); assists with interpretation and implementation of UDC ordinances when the Engineering Director has primary review authority; reviews existing ordinances, including the Standard Construction Specifications, and prepares recommendations for updates; approves development permits.
- Shares responsibility with the Department Director to attend various meetings, including but not limited to Mayor and Council, Planning Commission, Historic Preservation Commission, Design Review Board, and Board of Zoning Appeals, to provide information and recommendations and gather information; attends pre-application review meetings; consults with architects and engineers; meets with contractors to provide information and resolve problems.
- Performs technical tasks to support a variety of department functions; conducts site reviews to ensure compliance with approved design plans.
- Generates reports for filing all required county and state engineering reports.
- Interacts and communicates with various groups and individuals to provide information and assistance and gather information; receives and resolves complaints; works with engineers and developers on on-site design and building-related issues as well as managing the flood plain ordinance and related mapping; liaisons with other City Departments to ensure timely review of development plans by other City Departments.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, including using word processing, spreadsheet, database, and other system software utilized by the department.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

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

### **Licenses or Certifications:**

- Possess and maintain a valid Georgia Driver's License and a satisfactory motor vehicle record (MVR).
- Professional Engineer License in the State of Georgia is preferred but not required.
- Georgia Soil and Water Conservation Commission (GSWCC) Level 2 Design is required or must be obtained within six (6) months of employment.
- Certification as a Certified Floodplain Manager (CFM) is preferred but not required.
- Certifications as a GSWCC Level 1A and 1B are preferred but not required.

**Special Requirements:**

- NONE

**Knowledge, Skills, and Abilities:**

- Proficient knowledge of professional engineering and construction theories, principles, practices, and materials.
- Familiarity with City, County, State, and Federal codes, ordinances, and regulations related to land development and erosion control.
- Understanding of GIS and drafting principles and practices.
- Knowledge of management and budgeting principles.
- Ability to interpret engineering/design plans, specifications, site plans, construction specifications, maps, and plans.
- Skilled in evaluating, auditing, deducing, and assessing data using established criteria.
- Capability to supervise subordinate supervisors.
- Proficiency in operating and monitoring equipment, machinery, tools, and materials.
- Ability to utilize reference, descriptive, advisory, and design data and information.
- Proficient in basic mathematical operations and calculations involving decimals, percentages, fractions, discounts, interest, ratios, surface areas, volumes, weights, and measures.
- Skilled in applying influence systems principles such as motivation, incentive, and leadership.
- Capacity to exercise independent judgment in problem-solving and decision-making situations, particularly when subjective criteria are involved.

**PHYSICAL DEMANDS**

The work primarily involves sedentary to light physical effort. This includes the ability to exert light physical effort, which may involve some lifting, carrying, pushing, and pulling of objects and materials weighing between 5 and 10 pounds. Tasks may involve extended periods at a keyboard or workstation. Additionally, tasks require the ability to perceive and discriminate colors, sounds, odors, depth, texture, and visual cues or signals. Some tasks also necessitate the ability to communicate orally.

**WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright or dim lights, and interactions with rude or irate customers.

**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.*