

CLASS TITLE DIRECTOR OF ENGINEERING SERVICES DEPARTMENT

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, directing and coordinating the engineering services and related construction functions of the City of Tulsa including project management, coordination of infrastructure and capital projects, research and design, construction and contract inspections and performs other related required duties.

ESSENTIAL TASKS:

- Serves as the City Engineer
- Directs the work of personnel in the Engineering Services Department
- Initiates and directs communication and coordination of projects, engineering and infrastructure issues between City departments, contractors, consultants and outside agencies to achieve departmental goals and objectives
- Supports and responds to project requests, needs and requirements developed in close conjunction and coordination with the City Planner, Water and Sewer and Streets and Storm Water Departments, facilitating the City's Capital Improvement program
- Coordinates community interaction at public meetings regarding engineering matters, including State and ODOT negotiations, sales tax packages, bond and infrastructure project management and various Council issues
- Reviews and approves designs, plans, specifications and cost estimates for the maintenance, improvement and expansion of the City's infrastructure, facilities and systems
- Directs the planning and inspection and provides direction for the scheduling and staffing of Capital Improvements projects, supervising engineering and consultant hiring decisions and processes
- Provides technical expertise and assistance to various groups
- Plans, directs and coordinates engineering studies and research in the development of long-range plans
- Recommends and establishes new methods and procedures for improving efficiency
- Conducts and attends official meetings and conferences relating to departmental operations
- Ensures compliance with applicable federal, state and local regulations and City and departmental policies and schedules
- Coordinates and directs surveys and land acquisition and use studies
- Develops and presents written and verbal reports
- Directs, plans and coordinates engineering functions, including the design and preparation of plans, specifications, cost estimates, surveying, land acquisition and project management
- Coordinates activities with consulting engineers
- Oversees the processing of numerous types of permits
- Develops Engineering Services operating policy and program administration
- Manages and implements Fix our Streets and various large special projects
- Formulates the proposed annual departmental budget
- Develops and prioritizes proposals for capital improvement projects
- Develops long range plans for operational changes
- Approves purchase requests, material expenditures and staffing requirements
- Resolves complaints and answers inquiries from the public and media
- Advises the Mayor and management team on major policy decisions affecting the Engineering Services Department
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in civil engineering or a related field. Eleven (11) years of progressively responsible experience in civil engineering field, including a minimum five (5) years of progressively responsible management experience to include responsibility for capital projects is required.

Knowledge, Abilities and Skills: Comprehensive knowledge of engineering objectives, purposes, methods and practices; comprehensive knowledge of the principles and practices of municipal engineering; comprehensive knowledge of the laws, ordinances and rules and regulations relating to the management, administration, planning, development, design, construction and maintenance of the City's infrastructure, facilities and systems. Ability to plan, direct and coordinate the work of professionals and sub-professionals engaged in engineering services functions; ability to direct complex engineering studies and research for use in future planning of services; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 5 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, feeling, climbing and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a professional engineer in the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1065

EEO Code: E-01

Pay Code: EX-65

Group: Engineering, Planning, and Technical

Series: Professional Engineering

Effective date: July 1, 2011