

CITY OF CHATTANOOGA

Classification Specification Title: Engineering Manager

Department: Public Works

Pay Grade: GS.14

Supervision Received From: Assistant City Engineer

FLSA Status: Exempt

Supervisory Responsibility For: Sr. Eng., Civil Eng., Eng, Coord.

Established: 6/29/07

Survey Inst. Tech, Construction Insp. 2, Survey Party Chief

Revised Dates: 4/2/25;

9/5/24; 10/20/23; 8/12/21

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing management and technical work associated with overseeing staff, operations and capital projects from conceptual stage, design and construction to completion, including all project activities associated with the projects. Duties include ensuring projects are completed within budget and on schedule. Work may focus on one or more of the following areas: design and hydraulics, landfill operations, pavement & materials or construction engineering and inspection. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Engineering Manager is a stand-alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages day-to-day activities associated with Public Works capital projects which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards and/or performing other related activities.

Manages day-to-day activities associated with Public Works landfill operations which includes staffing, planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards and/or performing other related activities.

Reviews and participates in the preparation and analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Manages, administers, coordinates and performs activities involved in the development, design, contractual procurement and implementation of applicable engineering projects, materials and systems which includes developing conceptual designs and/or systems; conducting and/or overseeing in-house engineering, project specifications development and implementation processes; managing and administering bidding processes; conducting contractual and technical oversight of consultants and/or contractors; conducting and/or overseeing contract bid and award processes; conducting and/or overseeing work coordination with utility companies and/or other City departments and divisions; overseeing work progress; coordinating the review of engineering documents; evaluating the applicability of mechanistic-empirical design methodologies and performing other related activities.

Plans, develops and implements complex engineering projects by coordinating engineering project activities with a variety of internal departments and external organizations or entities including, but not limited to, utility companies, other municipalities, surveyors, land agents, attorneys and/or property owners as necessary.

Communicates with the City Engineer and/or the Assistant City Engineer regarding the status of projects, personnel issues, standards and specifications, and other pertinent information as deemed necessary to ensure the Engineering Division functions properly on a day-to-day basis.

Prepares, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Participates in developing and administering the division budget; approves expenditures; reviews financial statements.

Serves as a technical authority for engineering projects and/or systems.

Responsible for reading current technical literature, maintaining professional affiliations, attending workshops and technical training sessions when appropriate.

Develops and maintains applicable specifications and standards, standard drawings and details and City ordinances.

Represents the department and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information pertaining to City policy, projects or programs.

Serves as the subject matter point of contact for administration and elected officials.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES:

Serve as liaison for City stormwater construction forces to provide scope of work, technical guidance and training as applicable. Provide regulatory and technical guidance on stormwater aspects to other internal departments, elected officials and the public. Oversee Landfill operations and capital expenditures to ensure efficient operations, and permit and reporting requirements are met.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil Engineering (B.S.C.E.) required, eight (8) years experience preferred in managing capital projects, engineering design, field supervision and/or construction management, and (2) years experience managing personnel or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS:

Professional Engineer License

Professional Engineer License must be issued in the State of Tennessee

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; tools, systems and equipment involved in the production of technical plans, drawings and specifications; civil engineering principles; geotechnical and materials engineering principles; forensic engineering principles; pavement engineering principles; construction methodologies and procedures; budgeting principles; advanced mathematical concepts; project management principles; and, applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, processes and procedures.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing projects; performing advanced mathematical calculations; analyzing soil and slope stability; assessing the suitability and stability of materials; coordinating, managing and correlating data; exercising judgment in determining time, place and/or sequencing of operations, data analysis and operational strategy formulation; using computers and related software applications; developing and maintaining specifications and standards; analyzing forensics failures; resolving and mediating conflict and/or hostile situations; speaking in public; managing and administering budgets; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.