Overview

To assist the Director, Engineering/City Engineer in the administration and supervision of the planning, organizing, direction and management of the City's engineering and right-of-way management. This position is responsible for all Engineering related code functions in the absence of the City Engineer.

Essential Functions

- Assists the Director in the planning, design, coordination and review of all activities and personnel assignments within the Engineering Department.
- Coordinates efforts and maintains liaison between consulting design engineers, construction contractors, utility companies and the City for all major City-owned engineering projects.
- Provides verbal or written progress/or status reports on major projects.
- Responds to inquiries and complaints from the general public.
- Maintains an accurate cost accounting system of records for each assigned project.
- Performs scheduled and unscheduled field inspections of construction work.
- Serves as technical advisor to engineers, technicians and support personnel.
- Assists in handling day-to-day problems encountered in the Engineering divisions.
- Attends Commission meetings related to major projects.
- Performs duties of City Engineer during his/her absence.
- Assists the City Engineer in establishing the priorities for all projects and the assignment of departmental resources to be allocated for specific projects.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor Degree from an accredited college or university in Civil Engineering plus five (5) years progressively responsible supervisory experience in the management of governmental engineering functions
- Licensed as a Professional Engineer by the Florida Department of Professional Regulation within six (6) months of employment is required
- A Professional Traffic Operations Engineer (PTOE) is preferred