

ENGINEERING SERVICES MANAGER

FUNCTION OF THE JOB

Under direction, to plan, direct, and supervise advanced level professional engineering work in the development, administration, and coordination of highway design, construction, and maintenance projects; to develop RFPs and contracts for the design, management, and construction of major highway projects; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs, supervises, assigns, and evaluates the work of employees of the engineering division and handles any personnel issues of the staff.
2. Directs project managers for all highway design, construction, and maintenance projects.
3. Directs project managers in the administration of construction contracts for all highway projects, including the preparation of construction pay estimates, contract change orders, and review of the contractor's construction practices.
4. Directs the preparation of engineering plans, engineering reports, right of way plats, and property descriptions for all highway, structure, and engineering projects.
5. Prepares and administers the capital improvement plan which includes highway project selection, scheduling, preparation of cost estimates, and budget to meet the transportation needs of the County.
6. Directs the local road improvement program (LRIP) and the selection of projects ensuring completeness of applications and that schedules and reimbursement deadlines are met.
7. Directs the preparation of RFPs and the evaluation and selection of consultants for all highway design and construction projects.
8. Directs the preparation and management of contracts, contract negotiations, and the coordination of professional services contracts for all highway design and construction projects.
9. Directs the preparation of construction specifications, project cost estimates, and bid documents for all highway construction projects.
10. Directs the preparation and supervision of the department's computerized highway asset management program.
11. Manages the issuance of permits to individuals and organizations wishing to work along and within the highway right of way.
12. Directs the development and administration of appraisal and negotiation contracts for the acquisition of real estate rights of way for transportation improvements including the preparation of legal documents and compliance with the appropriate statutes.
13. Responds to and resolves public and media concerns regarding County highway construction plans and projects.
14. Prepares and administers the budget for the engineering division and assists in preparation of the department budget.
15. Establishes and maintains effective working relationships with crew, staff, colleagues, contractors, consulting engineers, Wisconsin Department of Transportation, municipalities, other state agencies, other County departments, and the general public.
16. Maintains prompt, predictable, and regular attendance.
17. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of all phases of highway and bridge design and construction including the Wisconsin Department of Transportation and AASHTO design and construction standards.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Thorough knowledge of the engineering theories, principles, and practices applied in the selection, location, design, construction, and maintenance of highways, bridges, and other transportation facilities.
3. Thorough knowledge of the modern principles and practices of highway design, engineering, construction, and maintenance.
4. Thorough knowledge of Federal, State, and local statutes and regulations regarding highway design and construction, access, land drainage, land acquisition, storm water management, and environmental impacts.
5. Thorough knowledge of highway laws, codes, and regulations pertaining to highway and traffic engineering.
6. Comprehensive knowledge of computer aided design systems and asset management databases.
7. Considerable knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.
8. Working knowledge of geographic information systems.
9. Ability to utilize word processing, database, and spreadsheet programs.
10. Ability to gather and analyze technical research, make comprehensive recommendations, and implement effective solutions on engineering projects or concerns.
11. Ability to design complex transportation facilities.
12. Ability to deal with the public and media regarding Public Works concerns.
13. Ability to make logical decisions consistent with Department policy, statutes, and the interests of both the county and the public.
14. Ability to communicate effectively both verbally and in writing, including making formal presentations to the County Board, committees, communities, businesses, and the public.
15. Ability to serve as a facilitator when dealing with the public, staff, consultants, and contractors.
16. Ability to plan, organize, direct, review, and evaluate the work of staff and handle any personnel issues of the staff.
17. Ability to establish and maintain effective working relationships with crew, staff, colleagues, contractors, consulting engineers, Wisconsin Department of Transportation, municipalities, other State agencies, other County departments, and the general public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in civil engineering.
2. Five (5) years progressively responsible professional work experience in highway or transportation engineering.
3. Registration as a Professional Engineer in the State of Wisconsin.