

**MAJOR FUNCTION**

This is highly responsible managerial, professional, and technical work serving as an adjunct to regular city engineering staff. The incumbent is responsible for managing the comprehensive elements of specific water and sewer infrastructure projects. Important contacts are required with the public, neighborhood groups, businesses, business groups, officials of county, state and federal agencies, and consulting engineers. Duties are performed with considerable independence and discretion, requiring the exercise of extensive judgment and initiative in day-to-day operations. Work is performed under the general supervision and is reviewed through conferences, evaluation of completed projects, and analysis of reports.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages planning, design, construction and inspection of water and sewer infrastructure projects. Coordinates review of proposed private development projects, including preparation of letters of agreement. Works closely with section and division directors on managing special projects. Manages state and federal grants. Represents the Department in interactions with other City units, the general public and outside agencies. Addresses critical projects, programs and issues within the Water and Sewer Engineering Section such as the smart metering implementation agreement, the transition of the Public Infrastructure and Water/Sewer engineering inspection program merger, recently executed state grants, renewal of the cellular antenna contracts; and City-County inter-local agreements for construction of new sewer system in the unincorporated areas. Performs related work as required.

**Other Important Duties**

Attends and represents work perspective at staff meetings, conferences, seminars, workshops, public hearings, and other functions, as is applicable and required. Prepares drafts of proposals and makes reports on completed assignments. Consults with other city engineering staff, as requested. Keeps abreast of innovations, developments and improvements in general and specific areas of responsibility. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of planning, design, construction, operations and maintenance principles and practices in the areas of roadways, water, sewer, and other engineering capital improvement projects. Considerable knowledge of local, state, and federal regulations regarding water and sewer issues. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to express oneself clearly and concisely, orally and in writing.

Ability to work with citizens, neighborhoods, and internal and external agencies to develop broad-based project consensus. Skills in public deliberations and capital projects planning and design. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Possesses management style and values that are consistent with the City of Tallahassee's mission and values.

**Minimum Training and Experience**

Possession of a bachelor's degree in civil engineering or a related field and five years of professional engineering experience that includes water and sewer utilities project planning, development and/or design; or an equivalent combination of training and experience. The aforementioned experience must include at least three years of experience in management and supervision of a professional engineering staff.

Necessary Special Requirements

Must possess registration as a professional engineer in the State of Florida upon appointment, and must maintain same, as a condition of continued employment.

Established: 06-20-18