

TITLE: CHIEF OF ENGINEERING

CODE: 24976

GENERAL DESCRIPTION:

This is responsible engineering and planning executive work involving the day-to-day direction of Engineering and Planning operations.

Work involves responsibility for Function productivity and the District Capital Improvement Program. Duties include the oversight of operations and project completion, the coordination and preparation of the Capital Budget and Long-Range Capital Improvement Plan, and the performance of special assignments. This position also has the responsibility for making difficult engineering and planning management decisions. This work requires that the employee have considerable knowledge, skill and ability in public works engineering.

SUPERVISION RECEIVED:

Works under the direction of the Director of Engineering and Planning.

EXAMPLES OF DUTIES:

Assists in planning and directing Function goals, objectives and operations. Directs day-to-day Function operations and recommends corrections. Supervises subordinate managerial and staff employees.

Develops, coordinates and prepares the annual District Capital Improvement Budget and other capital plans.

Gathers and analyzes information on Function effectiveness and efficiency and recommends operating policies and procedures. Prepares reports. Reviews forms and reports from subordinate Function Activities.

Develops operating budgets and budget recommendations. Reviews Function expenditures and recommends approval of expenditures and fund transfers.

Supplements employee training, counseling and the administration of union contract language and discipline. Interviews job candidates and recommends appointments. Reviews employee performance evaluations and reclassification requests. Assures safe work practices.

Assists in coordinating District goals, objectives and activities. Assists in coordinating Functions activities with government agencies, contractors, and special interest groups. Assists in coordinating operations within the Function.

Performs special administrative and technical studies and projects, as directed.

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Reviews engineering designs and manuals of practice for conformance with engineering standards and District requirements.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of public works engineering principles and practices as applied to a multi-service regional utility.

Good knowledge of public administration principles and practices as applied to a District Function.

Considerable ability to communicate orally and in writing and to coordinate highly varied and complex operational and administrative activities.

Considerable ability to administer policies and procedures at the Function level involving goals, objectives, planning, financial management, decision-making, and report development and writing.

Good ability to monitor and oversee the work of District Function activities.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in a public works engineering discipline plus eight years of progressively responsible utility or public works engineering experience including at least two years at the level of Manager or higher.

SPECIAL REQUIREMENTS:

Must be a Connecticut licensed Professional Engineer in a public works engineering discipline.