

TITLE: DIRECTOR OF ENGINEERING AND PLANNING

CODE: 24985

GENERAL DESCRIPTION:

This is very responsible engineering and planning executive work involving the direction of District engineering and planning.

Work involves responsibility for all central engineering and planning services, projects and administration. Duties include directing engineering services, construction engineering, utility services, special services and administration. This position also has the responsibility for making very difficult engineering and planning management decisions. This work requires that the employee have thorough knowledge, skill and ability in civil engineering and administration.

SUPERVISION RECEIVED:

Works under the administrative direction of the District Manager.

EXAMPLES OF DUTIES:

Plans and directs Function goals, objectives and operations. Reviews reports on Function operations and directs corrections. Supervises subordinate managerial and staff employees.

Analyzes information on Function effectiveness and efficiency, determines operating policies and procedures and recommends District administrative and governing policies. Oversees report preparations.

Oversees operating and capital budget development and presents budget requests. Controls Function expenditures within fund allocations and approves fund transfers for Finance Department consideration.

Counsels employees and directs training. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.

Coordinates District goals, objectives and activities as a member of the top management team. Coordinates District Function with government agencies, contractors, and interest groups. Oversees coordination of operations within the Function.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of civil engineering principles and practices as applied to a multi-service regional utility.

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

Considerable ability to communicate orally and in writing and to lead others in the District Function.

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

Considerable ability to supervise the work of a District Function through subordinate supervisors.

Thorough ability to establish and maintain effective working relationships with Board members, coworkers, vendors, contractors, consultants, other governmental agencies, and customers.

QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

Must be a Connecticut licensed Professional Engineer in civil engineering.