

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           MANAGER OF ENGINEERING SERVICES**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage the operations, staff, and resources of the engineering services division of Engineering and Planning. Positions in this class oversee planning, design, engineering and project management activities for new capital improvement projects, developer projects and other engineering projects. Positions in this class supervise design and engineering employees; provide expertise on engineering project design and management issues; and perform administrative work for assigned programs and services. Classification typically reports to the Director of Engineering and Planning.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Manages the design and engineering operations of the engineering services division of Engineering and Planning; establishes objectives and operational plans for the engineering programs; establishes work plans, priorities and assignments; sets performance goals and objectives; develops operating policies; and approves operating procedures.

Directs and monitors engineering and operations; ensures compliance with established policies and procedures; implements operational and procedural changes to improve effectiveness and efficiency; reviews computations, design plans, change order requests and other engineering documents; reviews work products to ensure compliance with applicable engineering principles, quality standards, and project objectives; and provides required approvals or recommendations.

Supervises assigned engineering employees; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult engineering issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Manages assigned resources: develops and submits budget requests for operating budgets and Capital Improvement Project budgets; manages approved budgets; reviews subordinate unit or sub-activity budgets; monitors and controls activity expenditures; ensures compliance with fund allocations; and recommends fund transfers as appropriate.

Establishes effective working relationships with managers and employees from other District work units and with personnel from governmental agencies; coordinates operations of other District work units to support project objectives and programs; and coordinates activities within the Division and its sub-activity operations, to include the allocation of personnel, materials and equipment.

Reviews and approves connection charge calculations.

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

Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, or closely related field; supplemented by minimum seven (7) years previous experience that includes design, planning and project management work including three (3) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Must have a Connecticut Professional Engineer license or ability to obtain within 60 days from date of appointment.

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*