

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Engineering Services	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Planning & Development Services	JOB NO:	2355
DIVISION:	Engineering Services	DATE:	6/22/2012
REPORTS TO:	Director, Planning & Development Services	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 615

REPLACES: Manager, Engineering Services

DATE: 3/25/2012

JOB SUMMARY STATEMENT: Principally responsible for managing the Engineering Services Division of the Planning & Development Services Department. Services include engineering plan review, plat reviews, inspections of private development improvements, right-of-way permits, blasting permits, transportation planning reviews, floodplain information, and engineer-of-the-day activities. Initiates new programs and procedures to improve processes and services. Assists the Public Works Department with the development and enforcement of city standards. Provides education to the development community on city policies. Makes technical decisions on design and construction issues. Serves as the department's safety coordinator and is a member of the City's Safety Council.

DUTIES AND RESPONSIBILITIES:

1. Manages the engineering services division within the department that includes engineering plan review, plat reviews, engineering input to the Planning Commission and/or City Council, inspections, right-of-way and blasting permits, transportation planning reviews, floodplain information, and Engineer-of-the-Day (EOD).
2. Manages division staff including performance reviews, individual development plans, hiring, disciplinary action, coaching, and staff development.
3. Oversees the coordination of division services with other departments on issues such as standards or ordinance revisions, drainage, variance requests, inspection procedures, and right-of-way permits.
4. Develops, monitors, and oversees the Division's budget.
5. Acts as the Floodplain Manager for the City including all aspects of the City's compliance with the Floodplain Management Ordinance including; issuance of floodplain development permits, approval of Letters of Map Change, processing floodplain violations, and overseeing post flood substantial damage inspections. Oversees City's participation on FEMA's Community Rating System (CRS) program.
6. Coordinates division services and resolves design, construction, or administrative issues with developers, engineers, contractors and vendors from the development community.
7. Responds to citizen requests for service. Each request can have a different set of circumstances so the Manager has to make judgments about which approach to take in each situation.
8. Develops and implements procedures related to the administration of the division. Also reviews and updates ordinances by soliciting staff input on the areas of ordinances that need to be updated. Meets with staff to assign responsibilities, discusses and revises drafts, reviews drafts prepared by staff, solicits input from affected parties in the development community, presents proposal to the appropriate body for adoption and holds a public hearing.
9. Prepares and administers contracts by reviewing all provisions of the contract for references and definitions of terms, submits to Law Department for review, sends the reviewed document to contractor, checks and approves submitted bills, monitors contractor performance to ensure needs are being met, adjusts as necessary within the limits of the contract, and ensures contract amounts are not exceeded.

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10. Processes variances for the development community through the Public Works Committee or Community Development Committee by receiving and reviewing the variance; determining engineering and/or legal issues to be addressed; preparing staff comments and exhibits and forward staff comments to the applicant; reviewing with the applicant any comments that need clarification; attending the Committee meeting and presenting staff's position and answering questions. For variances approved by City Council, preparing the variance document, submitting for Law Department review, sending to applicant for execution, collecting filing fees, submitting to Law Department for approval, and forwarding to Contract Specialist for final City processing and recording.

Safety Coordinator Responsibilities:

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tag out procedures as necessary.
7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and fire fighting equipment locations and their proper use.

Safety Council Responsibilities:

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.

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4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.
7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in civil engineering or a related field of study. Professional Engineer registration in the State of Kansas or registration in another state with State of Kansas registration required within one year of hiring. Master's degree in civil engineering, public administration, or business preferred. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Ten years experience in civil engineering or a related field; three years experience with the development review process; and five years of progressively responsible management or supervisory experience.

SKILLS:

1. Must have effective communication skills (written and oral).
2. Excellent interpersonal skills.
3. Computer skills.
4. Time management skills.
5. Public speaking/presentation skills.
6. Personnel management skills.
7. Ability to deal with personnel at all levels of City government.
8. Must be able to facilitate and lead group discussions.
9. Able to negotiate and mediate.
10. Must be skilled in project management

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to assess situation and use judgment in responding.
4. Ability to handle multiple tasks.
5. Ability to compose news articles, information items and correspondence.
6. Ability to apply abstract and logical reasoning to daily work.
7. Ability to protect confidential information.
8. Ability to organize files in alpha or numeric order and effectively retrieve data.
9. Ability to meet specific time deadlines.

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10. Ability to work in a hectic environment with many interruptions.
11. Ability to make independent decisions.

PHYSICAL REQUIREMENTS:

1. Ability to drive a vehicle.
2. Hand and eye coordination adequate to operate a computer, office equipment, and vehicle.
3. Physical and manual dexterity to have the ability to read and record information simultaneously.
4. Ability to make and receive phone calls and e-mails.
5. Ability to lift 20 pounds and transport 20 feet.
6. Ability to traverse rough terrain on foot.
7. Ability to travel to field locations.
8. Ability to operate microfilm reading equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Supervision

Supervisory Civil Engineer
Stormwater Treatment Engineer, Sr
Civil Engineer II
Engineering Technician, Sr.

Indirect Supervision

Construction Inspector, Sr. (2)
Construction Inspector II (2)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.