



Position Description

Title: Engineering Division Manager
Status: Full Time
Class Grade: 40 16
FLSA Status: Exempt
Department: Water Resource Protection
Revision date: December 2020

Nature of Work: This is a professional/technical management position responsible for providing engineering services to the Water Resource Protection Department and Public Works Department. The Engineering Division Manager will be fully competent in all conventional aspects of civil/transportation engineering. Requirements include use of practical and advanced techniques, and the modification and extension of theories and practices of engineering, related sciences and disciplines. Duties include a wide variety of engineering services including our wastewater treatment facility and pump station upgrades or modifications; responsible for CSO Facility Plan; lead on Asset Management Program; oversee design and construction of roads and utilities; manage engineering consultants; support staff with operations-maintenance-improvements, and perform construction administration on construction projects. Interface with government agencies, including the Department of Environmental Protection and Department of Transportation. The expertise for this position is from progressive experience. The work required for this position is performed with considerable independence.

Supervision Received/Exercised: Work within and lead the Engineering Division under the general guidance and direction of the Director of Water Resource Protection. Exercises supervision over the Civil/ Transportation Engineer and the Senior CAD Technician with functional supervision of some duties of the Excavation/Sewer Services Inspector.

Essential Duties and Responsibilities:

- Design minor treatment plant, pump station, and road modifications.
- Survey any assigned job sites or city locations.
- Oversight of studies and 'complete street' designs.
- Inspect assigned projects.
- Oversee construction administration and job site safety.
- Lead asset management program.
- Review residential, commercial, municipal, and subdivision applications.
- Devise new approaches to problems encountered.
- Responsible for with the SWMM model (Stormwater Management Model) program.
- Responsible for the CSO (combined sewer overflow) program.
- Serve as project engineer on DOT projects within the city.
- Adhere to quality assurance/control practices and conduct project reviews.
- Responsible for project schedules and budgets.

- Demonstrate excellent customer communication skills (written and oral).
- Make decisions with guidance from the Director of Water Resource Protection WRP Director on engineering problems and methods.
- Plan, conduct, coordinate, supervise, and review work requiring independent judgment in the evaluation, selection, adaptation, and modification of standard techniques, procedures, and criteria.
- Apply knowledge of engineering principles and practices in broad areas of assignments and related fields.
- Evaluate drainage and road flooding complaints and make recommendations to the Director of Public Works.
- Provide basic survey of roadways, property lines, easements, and rights-of-way.
- Participate in the preparation and development of engineering plans and specifications; review consultants work; coordinate required advertising for bids.
- Provide project management on assigned projects. Oversee assigned projects to ensure contractor compliance with contractual obligations, time, and budget parameters for the project, as well as determining compliance with all applicable codes and regulations administered by the Division.
- Coordinate and assist the Collection Systems Manager and Public Works Director in the preparation and development of projects pertaining to the City's collection systems, which can include administration, design, bid preparation and recommendation, construction inspection, budget preparation, vendor selection, and other areas of engineering expertise to aid in the successful completion and implementation of departmental projects.
- Maintain the departments GIS data base for accurate record keeping of the department's assets and mapping for sewer, storm water, topography, impervious cover, roads, sidewalks, signs, guardrails, easements, and rights-of-way, along with other information and attributes relative to all electronic records for the departments GIS data layers.
- Participate in the planning, development, administration, and implementation of the WRP and Public Works departmental Capital Improvement Projects (CIP) with a high level of cooperation with management.
- Assist in managing the Public Works Department paving program and sidewalk program.
- Develop and maintain hydrological models for sewer systems, storm drains, and culverts.
- Work collaboratively with the Collection Systems Manager on the assessments, designs, implementation, and construction of stream rehabilitation and restoration projects throughout the City and in specific watersheds that are under Total Maximum Daily Load (TMDL) allocations.
- Work closely with the City's Stormwater Program Coordinator to supply technical expertise related to compliance with the City's stormwater permit and implement any associated best management practices.
- Review new private and public development/redevelopment project plans and make recommendations for their compliance with departmental ordinances, erosion, and sedimentation control plans, and the Maine Construction General Permit (MCGP), watershed management plans, TMDL's, CSO impacts, General Permit for MS4's, and other regulations and standards pertaining to water resource protection.

- Participate with the implementation of specific operations/maintenance programs to improve efficiency of City operations using new or improved techniques, procedures, and technology.
- Oversee city's inspection of new sewer and/or storm connections.
- Responsible for keeping up to date with technical advancements or new methods by reading technical journals, participating in technical associations, and attending short courses and seminars.
- Learn new software applications as required for projects.
- Communicate routinely with Director of Water Resource Protection on status of project schedules and budget.
- Responsible for advancing communication skills (technical writing, oral presentation, and public meetings).
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of road construction, paving, stormwater, wastewater, and other municipal programs.
- Perform mentoring.
- Any other duties or responsibilities that may be assigned.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Thorough knowledge of applicable policies, laws, and regulations affecting departmental activities.
- Considerable skill in developing and reviewing cost estimates on complex projects.
- Skill in operating the following listed tools and equipment:
 - Personal computer, including software pertaining to word processing, spreadsheets, database, computer-aided-design (CAD) software, GIS systems and mapping, Granite XP, and SWMM modeling.
 - Standard drafting tools.
 - Surveying equipment, including level, rover, and electronic distance measuring devices.
 - Motor vehicle.
 - Phone, iPad, and mobile radio.
- Ability to communicate effectively, orally, and in writing with employees, consultants, other governmental agency representatives, regulatory officials, City officials, and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to maintain collaborative and harmonious working relationships and effective work output at the required performance level.
- Ability to multitask and manage multiple projects of varying size and diversity.
- Ability to perform independently as a self-starter, exhibiting a high degree of initiative in fulfilling a broad range of department and staff responsibilities.
- Working knowledge of Civil Engineering as it applies to collection systems and roads.

- Working knowledge of municipal, state, and federal law and regulations affecting the operation of collection systems and roads.
- Willingness and ability to pursue professional improvement.
- Ability and judgement to understand level of detail required and extent of research needed to satisfy project objectives.
- Must be willing to take initiative, have the ability to accept constructive criticism, be dependable, maintain a positive attitude and represent the organization in a professional, courteous manner.
- Ability to work in a team environment and maintain effective working relationships with other employees; be consistent in dealing with people; actively listen and be sensitive to others concerns.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Ability to research and identify strategies/solutions to achieve project objectives.
- Possess a broad knowledge of conventional civil/site design elements and the principles and practices of related specialties, including geometric layout, road design, drainage design, sewer design, and grading design.
- Knowledge of pavement treatment and technologies.

Minimum Qualifications:

Education: Bachelor's degree in the field of Engineering required, with an emphasis on Civil Engineering including collection systems and roads highly preferred.

Experience: A minimum of five (5) years of progressively responsible professional engineering experience, including some supervisory experience. Advanced skills in technical disciplines, including use of CADD in design applications, preferred.

Professional Engineering License in the State of Maine is required. Must possess and maintain a valid State of Maine driver's license throughout employment.

Physical Demands:

- Work is performed mostly in office settings.
- Some outdoor work, in potentially adverse weather conditions is required in the inspection of various land use developments, construction sites, or public works facilities.
- Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.
- Must have mobility sufficient to operate in an office building, and field environments, including site visits to any property within the City, which may include construction sites in various stages of development. Field sites may include uneven ground and areas with potential hazards. Must also be able to work in various adverse weather conditions. Appropriate safety equipment will be provided.

- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb, or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move up to fifty (50) pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and confined spaces.
- The noise level in the work environment is usually quiet to moderate but on occasion can be very loud.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either aided or with assistance of a reasonable accommodation to be determined by management through the interactive process on a case by case basis.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.