**Class Summary**

The responsibilities of this classification include managing a section comprised of multiple engineering work units and/or programs for a Division. Duties include managing the section or division’s engineering and related functions; and supervising/directing the work of unit supervisors, program managers, and staff in support of a division or department’s assigned engineering responsibilities. The incumbent administers and monitors the section or division engineering work program budget; and recommend or direct capital improvements projects and expenditures.

**Distinguishing Characteristics**

This is a single-level classification and is distinguished from the Managing Engineer classification in that the incumbent plays the key administrative role for technical and professional engineering work groups, programs and/or services in support of a section or division.

This classification is distinguished from the Engineering Services Section Manager classification in that the incumbent oversee the work of multiple Roads Services Division engineering work units through managing engineers, supervisors and their subordinates.

**Examples of Duties**

1. Manage the work of engineering, environmental and related support staff; hire, train, coach, evaluate, discipline and terminate staff as needed; provide leadership for assigned staff in workplace policies, public services and professional development; establish performance standards.
2. Develop engineering priorities and resources required; direct the development, monitoring and administration of the section’s engineering work program budget; recommend capital improvement projects and direct capital improvement expenditures within King County Council guidelines; ensure compliance with work plan; direct development of new programs, services and work methods.
3. Provide vision, guidance and interpretation of division work program goals and mission to subordinates; modify work programs as necessary to accommodate changed conditions, new laws or budget/staff adjustments; coordinate activities with other sections, divisions and departments.
4. Interpret federal, Washington State and County regulations for staff.
5. Participate in the division management team; identify the need for and develop policies and procedures; prepare and make presentations to managers, officials, King County Executive and professional peers.
6. Direct or oversee studies to identify solutions to problems or determine feasibility of projects for construction through analysis of topography, engineering requirements, project economics and environmental and sociological impacts; present studies to decision-makers and the public; coordinate study results and policy development, implementation and interpretation with other departments, divisions and governmental agencies.
7. Direct or oversee section or division emergency response activities and resources.
8. Approve or oversee approval of engineering plans.
9. Provide information to citizens and resolve complaints regarding section or division activities; provide expert testimony in litigation.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of principles and practices of civil engineering

Knowledge of project management techniques and principles

Knowledge of construction management practices

Knowledge of contract law and claims management principles

Knowledge of principles and practices of management and supervision

Knowledge of environmental regulations

Knowledge of the political process

Skill in interpreting regulations

Skill in project and program budget development, monitoring and administration

Skill in interpersonal relations, negotiation and dispute resolution

Skill in human resources management

Skill in giving oral and written technical presentations to the general public

Skill in preparing and interpreting technical reports

Skill in conducting meetings

Skill in organizing work and managing time

Skill in decision-making

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor of Science in Civil Engineering and extensive experience managing multiple work programs and budgets

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Registration as a civil engineer with the State of Washington

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 08/1997 – Created02/2003 – Updated12/2003 – WC Code12/2007 – Changed font and format11/2018 – Updated |