



## Salt Lake County Job Description

### Associate Director – Township Engineering

**DEPARTMENT:** Public Works

**JOB CODE:** 791 **Grade:** 19

**SAFETY SENSITIVE:** No

**DIVISION:** Engineering/4500

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 05/27/2015

#### **JOB SUMMARY**

Manage the Engineering Section in the Office of Township Services; provide technical direction, quality control, scheduling, asset allocation, and direction to the section; assist in budget preparation; serve as acting Division Director in the absence of the Director. Serve as city engineer for the Township in conjunction with the Flood Control Engineering Section Manager.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Civil Engineering or Civil and Environmental Engineering from an accredited college or university plus six (6) years of closely related full-time experience, two (2) years of which must have been in project management, administration, or management, OR an equivalent combination of education and experience. Education may not be substituted for the required project management, administration, or management experience.

Must possess a valid State of Utah Professional Engineer license, OR if licensed in another state must have the ability to become licensed in Utah within six (6) months of hire date.

Must possess a valid Utah Driver's License at the time of hire or have the ability to obtain one within six (6) months of hire date.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Oversee and coordinate the activities of Storm Drain Review and Design, the Structural Plan Review Section, the Roadway Engineering Section, the Transportation Engineering Section, the Storm Water Quality Program, and flood insurance information.
- Develop, maintain, and execute a variety of plans including work plans, 5-year plans, and master plans.
- Assign and monitor engineering projects, providing technical expertise and quality control for the sections.
- Develop and manage section and project budgets in compliance with applicable permits and policies.
- Ensure adherence to applicable laws, regulations, codes, and policies.
- Direct the development of engineering standards.
- Engage and oversee consultants as needed.
- Ensure hydrologic and hydraulic design calculations are correct and that requirements are met for capital facility plan and impact fees.

- Ensure that the Complete Street Policy is followed.
- Assist in efforts to preserve and enhance water quality in county streams and meet federal storm water regulations and requirements.
- Oversee preparation of the Utah Pollutant Discharge Elimination System (UPDES) Storm Water Management Plan (SWMP) in coordination with other agencies.
- Lead emergency operations as necessary.
- Supervise staff which includes hiring, orienting, training, assigning and reviewing work performance, annual work performance appraisal, and discipline.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- Principles of personnel administration
- Effective planning and decision-making techniques
- Public relations concepts and principles
- Effective communication techniques
- Project planning and budgeting, cost estimating, engineering design and construction, engineering mathematics, hydrology, hydraulics, and storm water quality and regulations
- Research procedures and methodologies
- Efficient manpower and equipment utilization
- Contract administration, including funding source identification
- Project management and cost control
- Principles of budget management

#### **Skills and Abilities to:**

- Use computer for engineering modeling, design, and project and budget management
- Drive an automobile
- Plan and allocate resources
- Monitor and improve performance
- Develop capital improvement plans for highways and flood control facilities
- Oversee engineering design of highway, flood control and parks projects
- Ensure compliance with standards, codes, regulations and ordinances
- Manage consultant engineering agreements
- Develop and present clear and concise reports
- Effectively apply general principles and specific standards to specific conditions
- Evaluate a problem of need, then define and scope a solution
- Interact effectively with individuals in various levels of government, private enterprise, and general public
- Make sound judgments
- Perform effectively in stressful situations

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Office and field work typical of a civil engineering manager's responsibilities.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

May be on call 24 hours a day in the event of an emergency.

Revised Date: 8/13/15 KSD