

Job Title: Director of Engineering
Department: Engineer
Job Closing Date: Open Until Filled
Salary Range: \$48,566 to \$73,081

Job Description:

Provide leadership and the necessary engineering oversight of capital improvement projects, annexation, and storm water and other engineering related projects as well as buildings and grounds. This position reports to the Assistant City Manager. The Director is expected to organize and direct engineering work in accordance with established city codes and policies. Supervision is exercised over and direction is provided to technical engineering personnel engaged in mapping, surveying, and other engineering work. Develops and monitors project budgets; writes specifications and develops estimates, writes contracts, preparation of plans for small projects; works with consulting engineers in the inspection and oversight of construction projects; ensures permits and other requirements are in compliance with applicable city codes; GIS implementation and compliance with mapping standards. Plans, coordinates, and oversees the work of the engineering staff in the performance of their engineering and construction activities; establishes department policies; establishes priorities; plans, schedules, and monitors progress of work; evaluates the performance of subordinates and makes recommendations on personnel actions such as hiring, firing and promoting employees. Review plans and specifications for city and private construction projects; meets with developers, architects, engineers; negotiates contracts and agreements; oversees the administration, reviews and approves scheduling and progress of projects, conducts inspections, approves invoice payments. Provides technical engineering advice and assistance to other city departments as required; performs surveys, updates city maps, conducts various studies; performs inspections of utility and streets projects; prepares and makes presentations to City Council and Commissions regarding various proposed or on going capital improvement projects. Represents the City in contacts with other governmental jurisdictions and the public; meets with citizens and businesses on engineering and infrastructure matters; attends special meetings with citizen groups and answers questions at public hearings regarding special assessment projects.

Requirements:

Minimum requirements include possession of an Associate's degree in civil engineering, technology, and minimum of 3-5 years of experience in the practice of Civil Engineering, including responsibility for planning, directing and supervising Public Works/Public Utilities projects, or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills including an extensive knowledge of AUTOCAD and ARCGIS software.

Thorough knowledge of the principles, practices and procedures of Civil Engineering, Architecture and construction, particularly as applied to city Public Works, including Utilities. Thorough knowledge of water distribution, sewer collection, water and wastewater treatment, streets, and storm drains including regulatory issues regarding storm waters, such as storm water management plans and NPDES. Considerable knowledge of the laws and regulations related to the development and construction of public improvement projects. Must be an effective communicator. Ability to analyze proposed contract modifications and judge whether proposals are justified, appropriate or applicable. Ability to establish and maintain effective working relationships with subordinates, other agency heads, consulting engineers, developers, architects, and the public. Salary range \$48,566 to \$73,081. Excellent benefits. Please send application to the Human Resources Department, City of Henderson, P.O. Box 1434, 134 Rose Avenue, Henderson, NC 27536 by November 13, 2009. EOE