



## JOB DESCRIPTION

---

**JOB TITLE: Engineering Manager**

**JOB CODE: 2025**

**DEPARTMENT: Public Works**

**FLSA STATUS: Exempt**

**REPORTS TO: Director of Public Works**

---

### **SUMMARY OF JOB PURPOSE**

Directs, coordinates, and exercises functional authority for planning, organization, control, integration, and completion of engineering projects, programs and services within the Public Works Department including, but not limited to, Water and Sewer Utilities, Transportation, Solid Waste, Storm Drainage, Construction Inspection and other related Public Service functions of the County.

### **ESSENTIAL FUNCTIONS**

1. Manages the Engineering staff and activities, within the Public Works Department, to meet community and regulatory requirements; directs the managers and staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; provides leadership, direction and coaching to employees; provides assistance and training in technical issues, techniques, statutory requirements and other responsibilities; reviews the work of staff to assure the work quality and timely accomplishment of assigned duties; assures compliance with County policies, procedures and standards; leads the hiring, promoting of staff, preparing of performance evaluations, and performance improvement plans.
2. Manages, coordinates, coaches, and facilitates the direction of staff or project teams involved in the engineering activities including the planning, design construction inspection and contract administration of all engineering projects and activities; assures projects are accomplished in a technically competent, economical and safe manner; ensures the prompt review of engineering related plans and activities in compliance with applicable state and local laws, codes and ordinances.
3. Oversees, coordinates and/or directs the formal selection of consultants, when required, for capital improvement projects, including preparation of specifications, negotiations and preparation of contracts.
4. Assigns project personnel to specific phases or aspects of project such as technical studies, preparation of specifications and technical plans. Effectively coordinates activities concerned with technical developments, scheduling, and resolving engineering design and test problems, and controls the utilization of time by engineering employees to ensure the timely and productive scheduling to maximize their customer effectiveness.
5. Appears before commissions and committees, the County Commission and governmental regulatory agencies, as required, to provide input on engineering and other matters, within the scope of responsibilities, affecting the County.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Engineering Manager

6. Assures a productive, efficient and technically competent work environment; assures effective communications with other county departments and outside agencies; sets project priorities and assures project deadlines and performance standards are met.
7. Assists in developing, justifying and administering the budget for Public Works engineering related activities.
8. Generates necessary reports and studies for the Public Works Director. Maintains various work records related to the development of such reports.
9. Responds to, investigates and resolves complaints from citizens.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree in Civil Engineering, or directly related field, and seven (7) years of progressively responsible Civil Engineering experience required, with at least five (5) years at a supervisory level. Experience in a public sector and advanced degree in Civil Engineering or directly related field is preferred.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of commissioners.

#### MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices of civil engineering; methods and practices for engineering planning studies, designs and specifications for civil engineering, construction, transportation, flood control and water & wastewater projects; laws, regulations and standards relating to civil engineering construction projects; principles and practices of water & wastewater facilities and equipment maintenance and repair; regulatory agencies and the sources of engineering information; techniques

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Engineering Manager

and practices for efficient and cost effective management of resources; principles of record keeping and records management; County policies and procedures.

Ability to use initiative and independent judgment within established procedural guidelines; assess, prioritize and delegate multiple tasks, projects and demands; analyze and interpret the factors affecting engineering projects; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in analyzing and evaluating technical engineering data and construction documentation; the application of engineering theory to complex operational activities; preparing reports and checking designs, details, estimates, plans, and specifications of engineering projects; reviewing needs of County infrastructure, and prioritizing repair and maintenance projects; analyzing infrastructure issues, evaluating alternatives, and making logical recommendations based on findings; project management procedures and techniques; maintaining accurate and interrelated technical records, and identifying and reconciling errors; establishing and maintaining effective working relationship with consultants, contractors, other agencies and the public.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; registration as a Professional Engineer in the State of Nevada is required within 10 months of employment.

#### **PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites with exposure to outside weather conditions; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

-----  
This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.