

# NEW CASTLE COUNTY GOVERNMENT

Number 0665

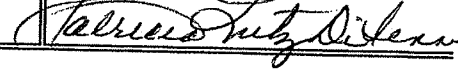
## CLASS SPECIFICATION

Page 1 of 2

Date 04/06/04

Title: CHIEF OF PROJECT MANAGEMENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional engineering and administrative work in the management of engineering design and construction projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional knowledge and skills in the engineering, design, right-of-way acquisitions, and construction contract management of all capital improvements relating to the County's sanitary sewer and storm drainage infrastructure. Responsibilities include the direction and coordination of the activities of project engineers and construction inspection activities as well as rights-of-way, drafting, and survey groups. This employee also performs administrative tasks in line with responsibilities and operates under general supervision of a designated supervisor.

### EXAMPLES OF WORK: (Illustrative only)

- Directs and supervises the activities of subordinate engineers, drafting technicians, construction inspectors, survey personnel, and right-of-way agents;
- Prepares and/or supervises the preparation of plans and specifications for construction projects and reviews plans prepared by consultants;
- Makes engineering calculations related to project design;
- Makes cost estimates;
- Determines feasibility of designing projects in-house or by outside contractors;
- Prepares requests for proposals for outside contracts and negotiates with contractors;
- Reviews engineering design proposals from outside contractors and makes necessary revisions prior to soliciting bids for construction services;
- Oversees the acquisition of rights-of-way;
- Provides technical advice on engineering projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of civil engineering as applied to the development and construction of sewer and drainage projects; skill in the use of civil engineering instruments and

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Page 2 of 2

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equipment; ability to plan projects and prepare related designs, cost estimates, and specifications; ability to plan and direct the work of subordinates; ability to make difficult engineering computations and to make comprehensive recommendations on engineering problems; ability to establish and maintain effective working relationships with others; good professional engineering judgment; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years professional civil engineering experience at the level of Civil Engineer II and possession of a Bachelor's Degree from an accredited college or university with major course work in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a professional engineer's license issued by the State of Delaware; possession of a valid Delaware Class D driver's license or its equivalent.

### HISTORY OF REVISIONS

Established:	07/01/87
Revised:	06/05/89
Revised:	01/02/91
Revised:	07/01/92
Revised:	04/01/96
Revised:	03/01/00
Revised:	04/06/04