

NEW CASTLE COUNTY GOVERNMENT

Number: 0670

CLASS SPECIFICATION

Page: 1 of 2

Date: 08/28/02

Title: ENGINEERING AND ENVIRONMENTAL SERVICES MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Assists the Special Services Department General Manager in the overall activities of the Special Services Department to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees all aspects of the planning, design, and construction of capital improvements including park, building, and sanitary sewer projects and also oversees the implementation of a broad range of environmental control programs including the wastewater testing program, industrial pretreatment program, and storm water program. Work involves a high degree of responsibility with active participation in the determination, formulation, and execution of County policies. Responsibilities include working with other policy makers, legislators, agencies, professionals, and the public. Depending upon the needs of the department, this employee may be required to work extended hours such as early mornings, nights, and weekends. This employee works under general direction.

EXAMPLES OF WORK: (Illustrative only)

- Assists in the planning and management of capital improvement projects including park, building, and sanitary sewer projects;
- Oversees the review of all development proposals regarding sewer capacities;
- Manages the development of long- and short-term goals for the division and assists in the long- and short-term goals of the overall department;
- Assists in developing, formulating, and executing policies and procedures for the department;
- Supervises, trains, instructs, and evaluates employees;
- Provides effective training programs for all employees of the division;
- Works with staff in developing methods for dealing with departmental issues and in responding to problems or requests received;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Assists in the preparation and administration of the capital and operating budgets;
- Meets with and advises public and private agencies, committees, and individuals regarding County issues;
- Assists in screening, interviewing, and hiring consultants for engineering and architectural 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.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of principles and practices of management and of the services provided by the department; thorough knowledge of the principles and practices of project planning, design, and construction; good knowledge of the County's sanitary sewerage systems, park systems, and building infrastructure and controlling laws; ability to assist actively and effectively in the planning, organizing, and directing of engineering and architectural programs; ability to supervise the activities of a large number of professional, technical, and other staff working in varied activities; ability to motivate subordinates and to create a productive and professional work environment; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, agencies, private organizations, and the public; ability to promote an ongoing attitude of dedication to excellent customer service; ability to analyze complex data and technical issues, draw valid conclusions, and make reliable recommendations; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience at a management level in the area of park, sanitary sewer, building, or environmental compliance planning, design, and construction and possession of a Bachelor's Degree from an accredited college or university with major course work in engineering, architecture, landscape architecture, chemistry, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Established: 08/28/02