

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: ENGINEER SENIOR MANAGER II

| | | | |
|--|---|-----------------------------------|---------------------------------------|
| BAND: ENG | GRADE: M | SUBGRADE: 2 | CLASS CODE: J23-8264 |
| DEPARTMENT: Public Services / Yakima County Roads | ACCOUNTABLE TO: Varies | JOB FAMILY: Engineering | OVERTIME STATUS: Exempt |
| JOB SUMMARY: The Engineer Senior Manager I is responsible for managing an assigned Division’s work by developing and implementing strategies; prioritizing, assigning, and monitoring work, providing professional level advice and direction, and evaluating work performance of employees. | | | |
| DISTINGUISHING CHARACTERISTICS: The Engineer Senior Manager I is the entry level class in a four level engineer manager classification series. The Engineer Senior Manager I is not required to have a valid Professional Engineer certification in the State of Washington. | | | |
| DUTY NO. | ESSENTIAL DUTIES: | | BAND/ GRADE |
| 1 | Plans, administers, coordinates and evaluates the operations of an assigned Division by monitoring operations, identifying resources and providing technical expertise; Analyzes work load; Forecasts future survey and inspection needs; Evaluates pending revisions to Laws, Rules, Standards, Specifications and material acceptance requirements that have an impact on area of responsibility. Develops plans to address forecasted needs, mandates and technical changes | | C4 |
| 2. | Develops and Implements Division policies and procedures; Implements Department and County policies; Advises supervisor on adjustments to County and Department policies; Manages daily operations of the Division; Acts as a technical administrator by keeping current on technology applicable to area responsibility, evaluating appropriate technologies, and developing strategies for purchase and implementation of technologies. | | C4 |
| 3. | Supervises staff; Administers the terms of the Collective Bargaining Agreement (CBA) for union employees supervised; Hears and makes determinations on Bargaining Unit grievances at the supervisory level; Ensures resources are available for program operations; Determines the need for additional resources or contract services; Makes decisions regarding training and cross-training for subordinates; Evaluates employee performance; Initiates and implements decisions regarding discipline; Makes determinations regarding the hiring and termination of personnel. | | C4 |
| 4. | Ensures that Division goals, views and positions are represented in various forums. May confer with elected officials, department heads, local and state officials regarding road and bridge construction issues; Explains projects / processes to the public served; Responds to inquiries and complaints related to functional area; Resolves technical issues. | | C4 |
| 5. | May assume leadership role in resolving complex fiscal policy and community relations issues. Develops and promotes community outreach projects; monitors and adjusts program systems and activities; and develops and implements policies and procedures. | | C4 |
| 6. | May prepare and administers operating and capital improvement budgets, grant applications; estimates revenue and approves expenditures; research additional funding sources; and writes grant proposals | | C4 |
| 7. | Other duties as assigned. | | |
| Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Supervision and Management• Supervisory theories, principles and practices;• Theories and principles of public sector financial management and budgeting;• Project management, public administration and organizational management theories, practices and principles; | | | |

CLASS TITLE: ENGINEER SENIOR MANAGER I

- Communications
- Customer service techniques and team building concepts;
- Rules of grammar, spelling and punctuation used in professional report writing and editing;
- Presentation methods including use of technology for displaying, analyzing and evaluating research data;
- Public participation theory and meeting facilitation methods;
- Legal and Professional
- Thorough understanding of the principles, methods and practices of planning in the area of assignment including: urban, regional, environmental, natural resource, comprehensive planning and community development;
- Federal, state and local land use, environmental and comprehensive planning terminology, laws, ordinances, rules, regulations and development standards related to the areas of assignment;
- Micro-economic theories as applied to the effects of land use regulation;
- Roles and responsibilities of federal, state and other local public and private organizations.
- Technical and Analytical
- Fundamental mathematics such as algebraic, geometric and statistical methods used in planning;
- Principles of geography and geomorphology, cartography,
- Scientific method and field practices for gathering, interpreting and presenting data; and
- Principles of site assessment and impact analysis for development projects.
- Financial, accounting and Budgeting
- Principles and theories of accounting and budget
- Sources and tools for funding and financing public needs, including preparing and monitoring grants;

Skills (position requirements at entry):

Skill in:

- Planning, scheduling, assigning, delegating, prioritizing, coordinating, implementing and monitoring a range of programs, initiatives and projects within the Section, including the work of professional, technical and administrative staff;
- Determining priorities and making critical decisions on staff and resource allocations;
- Supervising, teaching, coaching, monitoring and evaluating the work of Section staff;
- Developing, applying and interpreting County/departmental policies and procedures;
- Applying principles of financial and resource management in budgeting and contract negotiation;
- Critically analyzing and resolving customer service and internal work related problems;
- Dealing with and resolving conflict in a team environment;

Communications

- Ability to clearly speak, write and graphically illustrate in order to convey complex policy and technical information and give or receive direction;
- Understanding, interpreting and following County and department personnel policies and procedures;
- Applying public participation theory and practice including: methods of assessing areas of agreement and conflict among individuals or groups; techniques for guiding them to consensus or informed consent; and mediating disputes;
- Writing and editing complex technical reports and other documents for a variety of recipients using proper grammar, spelling and punctuation;
- Giving effective presentations, public speaking, and facilitating meetings;
- Establishing and maintaining effective interpersonal working relationships with County and other public and private officials at all organizational levels, including supervisors, peers, co workers, subordinates, citizen and trade groups, the media and the general public;
- Preparing and presenting effective reports, maps and charts using software and technology for displaying, analyzing, evaluating and explaining research data;

Legal and Professional

- Researching, interpreting, evaluating and applying a wide variety of complex inter-related data, policies, laws, codes, and legislation to Section and Division work assignments;

CLASS TITLE: ENGINEER SENIOR MANAGER I

- Principles, methods and practices of planning related to the area of assignment, including: urban, regional, environmental, natural resource, transportation, and community development;
- Researching, enforcing, and mediating laws, codes, ordinances, and regulations;
- Micro-economic theories as applied to the effects of land use regulation;
- Roles and responsibilities of federal, state and other local public and private organizations;

Technical and Analytical

- Using a personal computer and related software applications, operating basic office equipment; public address systems and audio-visual equipment;
- Analyzing environmental and land use information in order to identify options, develop mitigation strategies, resolve problems, apply solutions, guidelines and policy to field problems and other work assignments;
- Reading and interpreting technical data, legal descriptions, maps and aerial photos;
- Principles of site impact analysis for development projects;
- Principles of geography, geomorphology and natural systems functions;
- Legal descriptions, cartography and GIS systems;
- U.S. Census geography and methodology;
- Applying basic math, algebra and statistics in researching, gathering, organizing and analyzing data from a variety of sources;
- Maintaining files.
- Financial, accounting and Budgeting
- Ability to effectively manage Section and program budget
- Ability to prepare and successfully secure grant funding
- Ability to manage grants and consultants

Training and Experience (position requirements at entry):

Bachelor of Science Degree in Civil Engineering or Land Surveying and nine (9) years of engineering work including two (2) years in area of specialty or the equivalent education and experience which provides the knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferences:

- Experience with Washington State land use and environmental protection law; Additional degrees, professional certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge, and abilities to be successful in this position.
- Supervisory experience in the areas of construction or construction management
- Registration as a Professional Engineer or Land Surveyor in the State of Washington at time of appointment

Licensing Requirements (position requirements at entry):

- Valid WA State Driver's License and proof of insurance, if requested
- Successful completion of general employment verification
- Some positions may require additional certifications

Working Conditions: Positions in this class typically require:

Environmental Demands: exposure to weather, travel, multiple work locations, field work, working in traffic. may be exposed to hostile/angry individuals.

Physical Demands: bending, carrying, handling, sitting, standing, walking, fingering, kneeling, hearing, talking, visual acuity; stooping, mobility, grasping, repetitive motion.

Intellectual Demands: ability to multitask, ability to articulate and communicate information in conversations, ability to follow written instruction.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time.

Classification History:

New: 01/23