

**MAJOR FUNCTION**

This is highly responsible managerial, professional, and technical work directing Blueprint's engineering efforts related to Blueprint projects. Duties are performed with considerable independence requiring the exercise of professional judgment and initiative in day-to-day operations. Effective communication is required with the public (neighborhood groups, business groups, and individual citizens), elected officials (City and County), local government staff, state and federal agencies, contractors and consulting engineers. The work is performed under the administrative direction of the Blueprint Intergovernmental Agency-Blueprint Director who reviews the work through conferences, evaluation of completed projects, and analysis of reports.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, trains and supervises the work of professional engineering staff (both government and GEC personnel). Assists the Blueprint Intergovernmental Agency-Blueprint Director in preparing staff allocations for operating budget and planning of project implementation for the capital budget. Monitors project budgets and assists in preparing & reviewing Blueprint Intergovernmental Agency (IA) agenda items. Manages the design, construction, and coordination of Blueprint's infrastructure related projects, including roadways, bridges, stormwater management & conveyance facilities, pedestrian improvements, and public use spaces. Assists the Blueprint Planning Manager on project concept development, including providing preliminary engineering support. Coordinates with the Blueprint Planning Manager during design and construction to maintain the overall holistic project concept throughout the project life. Monitors the status and schedules of Blueprint projects in design and construction and provides recommendations to the Blueprint Intergovernmental Agency-Blueprint Director on staffing needs to keep projects on track. Attends meetings and makes presentations to the IA, community groups, governmental partners and other local governmental agencies, and Blueprint's advisory committees. Manages and oversees design consultants, construction engineering & inspection consultants, and/or Blueprint staff employees, to prepare the required engineering documents & plans (PD&E reports, engineering studies, conceptual plans, design plans, and final construction plans). Manages and oversees construction engineering & inspection (CEI) consultants and/or Blueprint staff employees, in the implementation of project contract administration and inspection services on Blueprint projects. Oversees construction contracts for Blueprint projects. Assists in citizen participation/public input process to keep the community advised and informed about the Blueprint Program and the progress of specific projects through various means, including news releases, information letters, speaking engagements, etc. Recommends the hire, transfer, promotion, discipline, grievance resolution, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs other related work as required.

**Other Important Duties**

Attends and represents management at meetings, conferences, seminars, workshops, public hearings, and other functions as required. Serves as Blueprint Intergovernmental Agency-Blueprint Director in absence of same and as delegated. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of engineering project management techniques. Thorough knowledge of local, state, and federal permitting procedures and requirements for development and infrastructure related projects. Thorough knowledge of the principles and practices of urban stormwater, roadway, water & sewer conveyance, and environmental engineering. Considerable knowledge of local, state, and federal regulations related to environmental and stormwater management regulations. Considerable knowledge of project planning, design, permitting, and construction of civil infrastructure projects.

Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with government staff from other agencies or departments, employees, consultants, contractors, engineering firms and the general public. Ability to make presentations clearly and concisely in written, oral or graphic form. Ability to make engineering and related mathematical computations. Ability to exercise sound judgment. Ability to analyze, interpret and report on technical findings and make recommendations. Ability to plan, organize, direct and coordinate engineering activities and programs. Skills in public deliberation and conflict resolution. Skill in the use of computers and the programs and applications necessary for successful in job performance. Demonstrates interpersonal facilitation and communication skills.

Minimum Training and Experience

Possession of a bachelor's degree in civil engineering or a related field, and ten years of professional experience that includes project planning, development and design, and construction engineering & inspection/contract administration, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Must possess registration as a professional engineer in the State of Florida at time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-20-16

Revised: 01-24-18