



Career Service Authority

Engineer/Architect Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Performs professional and supervisory work over professional, licensed engineers and architects, develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

DISTINGUISHING CHARACTERISTICS

This class performs professional and supervisory work over professional, licensed engineers and architects. This class is distinguished from an Engineer/Architect Specialist that performs specialized, advanced professional engineering/architectural work in one or more of the following areas: 1) project management work on complex, multifaceted projects from inception to completion including the management and coordination of projects that have city-wide impact and requires a global, strategic understanding of city agencies and city policies, standards, and systems; 2) identifies the department's engineering needs by initiating analytical studies to improve operating efficiency and meet city, federal, and state regulatory mandates; 3) responsible for engineering quality control involving all components of the department's complex engineering programs; 4) monitors, evaluates, and modifies existing department engineering programs, systems, and processes for optimum efficiency and changing objectives and participates in strategic planning activities; 5) functions as the city-wide technical expert in one or more functional areas. The Engineer/Architect Supervisor is distinguished from a Senior Engineer that performs full performance professional engineering work on a variety of complex engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices in all phases of major engineering projects/assignments. Additionally, an Engineer/Architect Supervisor is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more professional engineers and/or architects and may supervise technical/paraprofessional engineering staff.

ESSENTIAL DUTIES

Directs and evaluates the work of professional engineers, architects, and associated personnel, provides technical expertise to staff, and establishes section and staff work programs and project objectives.

Participates in preparing revisions and updating the department's engineering standards, monitors and evaluates the efficiency and effectiveness of program delivery methods and procedures, and recommends policy/procedure revisions.

Establishes design and construction schedules, monitors progress of various projects and their conformance to schedules, specifications, and regulatory requirements.

Resolves sensitive, controversial, and complex technical problems involving staff, consultants, contractors, and the public.

Assists in developing and managing the budget for the unit/section and allocating funds for projects in order to accomplish yearly goals and objectives.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Human Resource Management - Works with human resource staff to implement human resource policies to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition, and corrective/disciplinary action, maintains effective employee relations, and complies with government/citywide regulations and policies.

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities ,and anticipates potential threats or opportunities.

Leadership - Initiates and sustains action to accomplish the goals of an area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Planning and Evaluating - Establishes objectives and strategies, identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

Managing Diverse Workforce - Implements diversity policies for an area, supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

Engineering – Knowledge of the concepts, principles, and theories of engineering and their practical applications.

Architecture – Knowledge of the concepts, principles, theories, and practices used in planning, design, construction, and maintenance of buildings, or other structures taking into consideration aesthetic and functional concerns.

Project Management – Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

Building and Construction – Knowledge of materials, methods, systems, and the tools used to construct objects, structures, and buildings.

Oral Communication - Clearly communicates and explains organizational policies and work assignments to staff and communicates information to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate area(s).

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Financial Management - Recommends, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of an area.

Decisiveness - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out ideas, systems, or policies that affect the section. Legal, public, and financial consequences are generally limited to the area(s).

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Flexibility - Is open to new ideas, adapts to changing work situations and priorities by modifying existing plans and work methods that affect the area, internal and external customers, and local stakeholder groups, and remains calm under pressure.

Self-Direction - Sets goals, takes initiative in implementing ideas, systems, or policies that affect an area, manages time efficiently, encourages feedback, and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality products and service(s), meets routine demands of internal and external customers, and strives for continuous improvement.

Internal Controls/Integrity - Follows guidelines to implement and maintain accounting and administrative controls within an agency/department. Exhibits personal integrity, promotes ethical conduct by employees, and abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, procedures, requirements, regulations, and policies related to the area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of budgeting principles and practices sufficient to be able to administer a budget to accomplish program objectives.

Physical Demands:

Sitting: remaining in the normal seated position.

Carrying: transporting an object usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand (s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Dept Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Color Vision: ability to distinguish and identify different colors.
Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to long irregular hours.

Education Requirement:

Bachelor's Degree.

Experience Requirement:

Three years of experience at the type and level of a Senior Engineer or Senior Architect.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Registration as a Professional Engineer (PE) by the Colorado State Board of Licensure for Professional Engineers at the time of application. Registration as a Professional Engineer (PE) by another state will be accepted in lieu of this requirement providing the applicant is registered by the State of Colorado by the completion of the probationary period.

OR

Registration as an Architect by the Colorado State Board of Registration at time of application. Registration in another state will be accepted in lieu of this requirement, provided that the applicant have Colorado registration at completion of probation.

Possession of a valid driver's license at the time of application.

Completion of Career Service Authority supervisory training courses prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/21/2010

REVISED BY: Patricia Anderson

CLASS HISTORY 03/2010 - This class specification was revised and updated as part of the Engineer/Architect Study (2010). The job responsibilities have been updated to reflect the work performed by supervisors and competencies have been added to the class specification.