



City of Tempe

DEPUTY ENGINEERING & TRANSPORTATION DIRECTOR – CITY ENGINEERING & CAPITAL INITIATIVES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	036	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$126,247
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$170,433
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Engineering & Transportation Director.

Exercises direct supervision over professional, supervisory, technical and administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Seven years of increasingly responsible professional civil engineering experience including three years of supervisory and five years of management level responsibility.
<i>Education:</i>	Bachelor's Degree from an accredited college or university with major course work in civil engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a Certificate of Registration as a professional civil engineer is required. ● Must be registered as a professional civil engineer in the State of Arizona within six months from hire date. ● Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Engineering Division of the Engineering & Transportation Department including right of way services and Telecom permitting. Flood plain management, design services, construction project management and inspections; procurement services specific to engineering projects; to coordinate engineering activities with other divisions and departments; and to provide highly complex staff assistance to the Engineering & Transportation Director including special initiatives such as Solar and similar Clean Energy projects, enterprise GIS, etc.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services with a systems approach and with a solutions oriented mindset.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Foreshadow emerging trends in construction execution, construction procurement and delivery techniques, resource needs.
- Study and document the efficacy of various construction delivery techniques to ensure the city receives the best value procurements.
- Assist the Engineering & Transportation Director in enculturating strategic management philosophy with associated metrics in the business practices of Engineering division. Support the Engineering & Transportation Director in evaluating division performance against best in class and best in Valley peer analysis.
- Study and evaluate the efficacy of various green building programs, pilot green building strategies in support of city-wide sustainability efforts through the use of green building programs.
- Oversee citywide Energy Management programs to include Solar and similar clean energy initiatives.
- Attend City Council, board/commission, neighborhood and various other meetings as required.
- Act as a liaison with the business community, citizen groups, contractors, State Legislature, and other government entities.

- Assist the Engineering & Transportation Director and his designees in formulating strategy and informing plans such as the Capital Improvement Program and the Long Range Financial Forecast.
- Assists the Engineering & Transportation Director in facilitating the integration and the planning of capital improvement projects to ensure seamless delivery to the community.
- Plan, develop, implement and manage the Division's goals, objectives and work plans; assign work activities, projects and programs; monitor work flows; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Coordinate Division activities with those of citizens, client departments, outside agencies and neighborhood organizations.
- Provide staff assistance to the Engineering & Transportation Director in his/her support of the City Manager and City Council; to include preparing and presenting staff reports, recommendations and technical reports related to engineering matters. Advise the city commissions when appropriate, on engineering related matters. Prepare complex and sensitive reports for State and Federal regulatory agencies.
- Develop actions, procedures and habits that encourage intra and interdepartmental cooperation and reduce barriers within the department and other city departments.
- Represent the Engineering & Transportation Director at meetings by making presentation to explain program or project status; answer questions or arrange for compilation of data to assist in decision making.
- Assist Engineering & Transportation Director and advise and/or direct division deputies on problems relating to activities within their division for efficiencies within the department.
- Advise and assist the Engineering & Transportation Director in a variety of work-related matters including the interpretation and application of policies and processes.
- Manage the development and administration of the Division budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Provide leadership and model principled based management to include selection, training, motivation and evaluation of personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures. Ensure that the Engineering Division staff contributes to the City's mission and values.
- Recommend goals and objectives; assist in the development of policies and procedures and priorities related to the Engineering Division.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Manage, evaluate and coordinate the functions and activities of the Engineering Division including capital improvement projects, design, mapping, field survey, private development and real estate.
- Direct the installation of all public improvements in subdivisions and developments. Prepare and implement long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Review and approve plans and specifications, designs, environmental documents, reports and studies; review and sign tract maps, parcel maps and lot line adjustments.

- Perform statutory duties of City Engineer as prescribed by State law and the Municipal Code; enforce and administer Floodplain program.
- Provide pro-active performance planning utilizing performance management tools.
- Collaborate with the Engineering & Transportation Directors designees to maintain effective and consistent labor relations and support open dialogue with employees on a regular basis.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised December 1991

Revised / Renamed September 2000

Revised Dec 2010 (Title change)

Revised August 2016 (Job Description Changes)

Revised March 2017 (Title change and job description changes)

Revised May 2019 (PW reorg – retitled and moved to Engineering & Transportation Dept.)

Revised June 2019 (update job duties)