

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIRECTOR – ENGINEERING SERVICES - CDES

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer, plan, direct and oversee all matters pertaining to the review and final approval of all subdivisions and site development plans, the inspection of infrastructure for projects and the issuance of R/W, Blasting and Excavation Permits. In addition, implements policy direction of the Board of County Commissioners related to growth management and land development through the implementation of the Growth Management Plan's (GMP) goals, policies, and objectives specifically through the implementation and enforcement of the County's Land Development Code (LDC).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates professional, technical, and clerical staff. Performs a variety of administrative duties associated with supervising staff, to include: interviewing and hiring, assigning work, providing guidance and direction, providing training, evaluating performance and correcting deficiencies, and taking disciplinary action as necessary.

Oversees the development of department budget and incorporates into the Division-wide budget; directs the allocation and expenditures of the approved department budget; prepares cost estimates for budget recommendations; submits justification for expanded requests; monitors and controls expenditures; and reviews and submits budget amendments as necessary.

Recommends goals and objectives and assists in development of policies and procedures. Reviews and prepares operational reports and maintains appropriate records. Develops internal methods, standards and procedures to facilitate the review and processing of final building construction plans and development projects plans.

Supervises the departmental reviews of all Planned Unit Development, Subdivisions, site development plans (SDPs), site improvement plans (SIPs) and insubstantial changes. Prepares amendments to the Land Development Code. Interprets and administers Board policies relating to land development planning and construction of public works infrastructures. Reviews water management permits as issued by South Florida Water Management District (SFWMD). Prepares reports, memoranda, and technical opinions related to the review of final building and development plans. Interprets County ordinances, codes and regulations relating to the review and approval of final building construction and development plans.

On behalf of the Utility Departments, reviews plans and specifications for water distribution, wastewater collection and inspection of utility installation for subdivisions, SIPs, SDPs and insubstantial changes.

Manages, directs and organizes all engineering activities including all administrative, technical and final review.

Oversees the management of all field inspections related to site development, the construction of infrastructure improvements, blasting activities, excavations, and well permits/drilling.

Ensures all department programs, operations and services comply with applicable County, state and federal regulations, statutes, ordinances and policies.

Communicates with Community Development and Environmental Services Administrator, County officials, employees, advisory committees, other departments, consultants, contractors, developers, engineers, architects, state/federal agencies, and other individuals as needed to manage work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction. Schedules and conducts meetings with public and private interests associated with specific types of petitions, land development proposals and code interpretations. Responds to and resolves complex or sensitive complaints or inquiries from developers, contractors, builders, engineers, architects and planning consultants. Attends Board meetings, Planning Commission meetings, Advisory Board meetings and workshops and makes formal presentations.

Prepares ordinances, resolutions, final orders, show-cause orders, preliminary orders, agenda items, and recommendations for presentation to the Board of County Commissioners.

Interprets ordinances, rules, regulations, statutes, and permits to determine if enforcement action is warranted.

Operates a computer, printer, copier, facsimile machine, telephone, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Reconciles departmental transfers, revenue and expenditures for departmental operating budget on a monthly basis.

Approves requisitions and purchases of materials and supplies.

Handles telephone calls from the public and/or development industry on specific project related issues.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Construction Management, or a closely related field; six to nine years of experience in civil engineering project management and administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a State of Florida Registered Professional Engineer (P.E.) License. Must possess and maintain a valid Florida driver's license. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.