



City of Tempe

ENGINEERING SERVICES MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	404	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

REPORTING RELATIONSHIPS

Receives direction from the Deputy Engineering and Transportation Director – City Engineering /Capital Initiatives

Exercises direct supervision over professional, technical, and administrative staff related to assignment.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p><u>When assigned to Contract Administration:</u></p> <p>Five (5) years of management assistant experience, including at least three (3) years of contract administration work, preferably with engineering contracts, including one (1) year of supervisory experience.</p> <p><u>When assigned to Information and Technical Services:</u></p> <p>Five (5) years of civil engineering or related work, including one (1) year of supervisory experience.</p>
<i>Education:</i>	Equivalent to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering, business administration, public administration, or degree related to the core functions of this assignment.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a Certificate of Registration as a professional civil engineer or land surveyor (RLS) in the State of Arizona, and/or professional certification in contract administration is preferred. • Possession of 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. Depending upon assignment, the purpose of the position is to plan, organize, manage, direct, and supervise Informational and Technical Services Section or Contract Administration within the Engineering / Capital Initiatives Division of the Engineering and Transportation Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

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.

- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to Contract Administration:

- Supervise administrative, professional, and technical employees involved in contract administration and administrative support sections of engineering; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Review and evaluate work products; implement policies and procedures of assigned section.
- Coordinate the preparation of capital projects, budget and five-year capital improvement plans for multiple projects on a city-wide basis.
- Maintain complex capital improvement records, subsidiary records and systems; develop, implement, and modify capital project process; direct contract administration and compliance of capital improvement projects.
- Administer procurement activities for engineering professional services and construction related capital improvement projects; administer contracts and ensure compliance; review and recommend approval of procurement services and construction related contracts.
- Oversee the evaluation process for professional engineering consultants; conduct training to internal and external stakeholders; develop written departmental procedures outlining the steps entailed in procurement processes for various contract methods in accordance with Arizona Revised Statutes; manage business outreach programs.
- Supervise the consulting and construction contracts budgeting expenditures; review and recommend approval of documents for city-wide expenditures of engineering professional services and construction related contracts; participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Coordinate the collection of reimbursements related to various governmental grants, intergovernmental agreements and receivable, trustee accounts and payment bonds.

- Assist in city-wide development and coordination of five-year capital improvement program; oversee coordination and monitoring of budget appropriations and expenditures city-wide and advising appropriate parties of overruns requiring attention.
- Manage special and ongoing programs and business management projects, including the design, development, coordination and implementation between various sections within engineering; perform research on assigned projects; analyze findings and develop reports and recommendation for council approval.
- Analyze Arizona State Statutes, city codes, ordinances, and procedures to provide the necessary legal, accounting, contract, and organizational management necessary to meet engineering mandates; make recommendations for changes; coordinate activities with appropriate staff.

When assigned to Information and Technical Services:

- Supervises administrative, professional, and technical employees involved in conducting land surveys; GIS technical mapping operations of the Engineering and Transportation infrastructure in the City; and real estate activities which include property management, title, acquisition, appraisal, relocation, improvement districts and platting activities.
- Meets with City officials, department representatives, property owners and their agencies to discuss and resolve problems of right-of-way, mapping, surveying or other property requirements for municipal installations, and problems related thereto.
- Plans, directs, coordinates, authorizes, and approves the negotiations of agreements for acquisition of land rights and improvements. Supervises the preparation and review of contract drawings and documents.
- Directs, reviews, and certifies land surveys completed by City personnel.
- Testifies in court matters relating to the activities of the section.
- Review and evaluate work products; implement policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Request, negotiate, and approve consultant proposals to provide supplemental surveying, land acquisition, right-of-way, and GIS services; monitor the performance per contract agreements of consultants selected.
- Resolve work problems; interpret and enforce administrative policies and contract specifications and codes to subordinates, other departments, consultants, contractors, and the public.
- Direct, oversee, and participate in the development of the land services work plan; schedule, research, and prioritize City survey and real property projects; assign work activities, projects, and programs; monitor workflow; monitor surveyors and real estate consultants working on City projects.
- Establishes goals and strategies to meet short-term and long-term GIS mapping, surveying and real estate objectives.
- Supervise and oversee the administration of contracts and agreements; oversee and assist in the preparation of requisitions for payment for contracted services; administer funding and

payment activities; maintain current project cost records; process necessary funding adjustments.

- Supervise and oversee various City projects and programs including the City's Improvement District Program, the City's Addressing Program, Project Management System, the development and implementation of automated equipment and programs, and the issuance of permits in public rights of ways.
- Prepare legal description as needed, calculate assessments, and maintain identification records in improvement and special assessment districts.
- Supervise and oversee public information activities; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; represent the City at regional project coordination meetings; attend City Council meetings for special project coordination or public hearings.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work along for extended periods of time.

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 March 1998

Revised February 2001

Revised November 2001 (range adj due to market)

Revised December 2001 (title change)

Reclassified August 2003 (title change – formerly Engineering Supervisor

Revised May 2005

Revised October 2005

Revised December 2006 (added contract administration section responsibilities)

Revised November 2010 (Removed driver's license requirement)

Revised December 2010 (Title change)

Revised December 2016 (added physical and/or mental activities)

Revised March 2019 (PW reorg – moved to Engineering & Transportation Dept)

Revised February 2022 (new benchmark)