

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Engineering
Classified, GRADE 15
FLSA exempt position

ENGINEERING PROJECT MANAGER III

GENERAL STATEMENT OF DUTIES: Performs complex engineering management tasks for the Public Works Director; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform professional engineering work on assigned projects with emphasis on design and construction. The work involves the planning and execution of various sewer infrastructure and wastewater treatment facility maintenance, upgrades, and expansion tasks and related projects. The incumbent is expected to make professional judgments in accordance with professional engineering standards and guidelines established by the Public Works Director. Supervises adjunct engineers and technicians and others assigned to assist with projects.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is not typically subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Develop, initiate and implement design and/or construction concepts, procedures and techniques into Department programs and projects;
Prepare conceptual engineering designs/plans for assigned projects and performs cost estimating for such projects;
Research, analyze and develop recommendations related to assigned projects;
Prepare specifications and advertise for bids on various purchases and projects;
Prepare program/project assessments, progress reports, and special report upon request and reviews reports of staff for accuracy and compliance with regulatory requirements;
Assign tasks and supervise technicians;
Interact with developers, elected officials, and agencies about ongoing projects;
Prepare reports and evaluations as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge and experience with the principles and practices of civil engineering as related to the Department programs and projects; good knowledge of land engineering survey systems, methods and techniques; good knowledge of construction materials and approved standards of safety; skill in data interpretation, program and project analysis and evaluation; ability to supervise assigned engineering and other personnel; ability to interpret and explain appropriate codes; ability to read and understand blueprints and system layouts; ability to establish and implement workload priorities, policies and procedures; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree in engineering with a minimum of four (4) years of related experience and good knowledge of the fundamentals of hydraulics and hydrology; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Registration by Delaware Association of Professional Engineers as a professional engineer. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware; good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
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