

ASSISTANT DIRECTOR OF TRANSPORTATION (CITY ENGINEER)

NATURE OF WORK

This is highly responsible professional engineering, administrative and supervisory work in the overall program development, design, construction, operation, and maintenance of various transportation and utilities projects, facilities, and programs. The Assistant Director of Transportation is the designated City Engineer for the City of Lincoln.

Work involves assisting the Director of Transportation and Utilities in the overall management, administration and operation of transportation divisions within the Transportation and Utilities Department; and supervising and providing professional engineering services in connection with planning, organizing, directing and coordinating activities involving municipal streets, sidewalks, structures, traffic control, facilities, and utilities. Work also involves developing and reviewing plans and specifications for construction projects, including the responsibility for resolving technical engineering problems and ensuring the efficient and economical development and construction of a wide variety of municipal projects. Work is performed according to general instructions from the Director of the Department, but the employee has considerable latitude in initiating project procedures and methods for completing assignments. An employee in this class is expected to be an effective leader, exercise considerable independent judgement and take personal initiative within the framework of established policies, guidelines and requirements.

Supervision is exercised over professional and sub-professional engineering and transportation personnel engaged in engineering design, analysis, operations and construction of extensive municipal projects and programs.

EXAMPLES OF WORK PERFORMED

Acts for the Transportation and Utilities Director in his/her absence.

Assists the Transportation and Utilities Director in the development and implementation of departmental activities and oversees the administrative aspects of the Department; coordinates with the Transportation and Utilities Director on decisions.

Assists the Director in analyzing budget requests from divisions of Transportation and Utilities; assists in the preparation and presentation of budget to appropriate authorities.

Provides leadership in the development of a comprehensive transportation capital improvement program in conjunction with the Department Director.

Reviews and approves construction plans, specifications and bids, consultant agreements, change orders for federal aid projects and federal aid agreements; supervises the preparation of budgets and reports for transportation divisions.

Formulates policies and procedures that enable assigned divisions to effectively and efficiently carry out Departmental objectives.

Provides technical advice to the Mayor, City Council and other City departments concerning Transportation and Utilities programs and issues.

Represents the Department at local, state and federal meetings as assigned.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the modern principles and practices of engineering as applied to the planning, design, construction, operation and maintenance of public infrastructure.

Thorough knowledge of the principles and practices of public administration and leadership.

Thorough knowledge of materials, methods and techniques utilized in the construction, maintenance and operation of public infrastructure projects.

Ability to effectively organize, direct and coordinate the activities of assigned divisions in the Transportation and Utilities Department.

Ability to develop both long and short-term plans and programs, make major policy decisions as well as solving complex technical, political and administrative problems.

Ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in civil engineering plus six years of experience in the practice of civil engineering in a responsible supervisory capacity or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Registration as a professional civil engineer in the State of Nebraska.

5/2020

PS2020