

SUPERINTENDENT OF STORMWATER

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work directing and coordinating the activities of the Stormwater Division of the Lincoln Transportation and Utilities Department.

Work involves responsibility for planning, developing, directing, supervising and evaluating the activities, projects and services provided by the Stormwater Division. An employee in this class is expected to exercise considerable initiative and independent judgement within the framework of established guidelines and policies. General supervision is received from the Assistant Director with work being reviewed through the effectiveness of section activities and projects. Supervision is exercised over a staff of professional and technical employees.

EXAMPLES OF WORK PERFORMED

Supervises, plans, schedules and evaluates the work of professional and technical employees; coordinates Division activities; reallocates staffing resources to meet changes in project priorities and requirements.

Prepares Division budget and justification; approves purchases.

Monitors status of programs and specific projects; reviews and recommends changes for proposed construction projects; reviews program and project costs and recommends changes for cost containment; attends meetings with contractors, consulting engineers, property owners, City Council, Planning Commission, County Board and other governmental agencies at plan-in-hand, preconstruction progress and neighborhood/business meetings.

Coordinates programs and plan preparation for urban drainage projects, open channel projects, stormwater quality projects and master plan projects.

Coordinates the preparation of plans and contract documents for construction of storm drainage systems, as well as hydrologic and hydraulic studies and drainage master plan development and implementation.

Writes proposal requests for engineering services, establishes review committees, reviews proposals and negotiates contracts with consultants; supervises staff in the administration of contracts or oversees personally; advises consultants regarding City policies so project development is consistent with other infrastructure projects undertaken by the City.

Develops the Storm Drainage and Capital Improvements and Stormwater Division operating budgets.

Establishes priorities for storm drainage projects; tracks and administers general obligation bond issues for storm drainage; supervises Stormwater Drainage Basin Master Planning functions.

Coordinates with Transportation and Utilities Business Office to ensure all charges to and reimbursements for projects are assigned to the proper projects and funds; assists in planning the development of accounting reports to allow for accurate, timely and meaningful information, budget control and account ability.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works and utility projects.

Thorough knowledge of the principles of management and organization.

Thorough knowledge of organizational and administrative policies.

Thorough knowledge of computer operations and equipment as related to engineering.

Knowledge of computer hardware and software attached to the department's server.

Knowledge of application development as it pertains to City/County GIS applications.

Ability to interpret rules, regulations and policies and to make independent decisions in accordance with established precedent.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with the Mayor's office, City Council, Planning Commission, County Board, media and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework engineering and four years of experience in progressively responsible engineering work including two years of experience in a managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.