

## **ENGINEERING & INFRASTRUCTURE DIRECTOR**

### **DEFINITION OF WORK**

Under administrative direction, the purpose of the position is to direct programs and staff in the delivery of services for assigned units, programs, and departments and works with the Assistant County Manager in setting goals and objectives for those programs; works with other county administrators and officials in resolving internal resource allocation and program integration issues; develops operating budgets and space allocation needs; and represents the department with other government, private or public officials. Employee directs subordinate supervisors and managers responsible for County program operations including Facilities Maintenance (i.e., Court Facilities, Building Maintenance, Electrical and Mechanical), Engineering, Public Utilities, and Carpentry.

### **EXAMPLES OF WORK**

Directs, plans, reviews and evaluates the work of subordinates; provides and evaluates on-the job and outside training; counsels and administers discipline and develops and makes adjustments to objectives, assignments, schedules and priorities. Work includes managing a wide variety of disciplines to include engineering, construction, electrical, electronics, mechanical, utilities, HVAC, carpentry, painting, welding, and plumbing. Position directs the construction and renovation of County facilities and directs department staff to establish a system to systematically plan for county facility needs. Position works with architects, engineers, and contractors in planning, renovating and/or constructing facilities. Responsibilities include project management, project planning, budgeting, contract management and procurement. Plans, coordinates and oversees the implementation of designated major construction, and serves as the primary liaison in presenting reports and recommendations to the County Board of Commissioners. Position is involved in facility master planning, developing, estimating and justifying capital improvement projects, outside bid package development and implementation, developing specifications for outside bid packages, reviewing and commenting on plan sheets and specifications from outside designers and contractors, monitoring and inspecting contractor construction and renovation projects, acting as liaison with designers, contractors, local officials and regulatory agencies, and participating in the overall management and policy making for the facility. Position reviews and evaluates existing operations to determine their efficiency and to recommend methods for improvement. The Assistant County Manager and/or County Manager may assign projects outside of normal work functions and that require close coordination, collaboration, and communication in carrying out those work demands. Performs related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from a four-year college or university with major course work in facilities management, construction management, engineering, business administration, public administration, or planning with six years of combined supervisory and specialized training in the field of work; or Masters Degree in Planning, Public Administration or Business Administration with four years experience related to facilities, engineering or construction management including combined supervisory and/or management experience in the field of work; or an equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Thorough knowledge of methods, principles, practices and policies of public utilities, public administration and facilities management, including capital improvements. Thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Knowledge and understanding of engineering concepts and practices. Ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability. Ability to develop plans to accomplish work operations and short-range goals and objectives. Participates in planning strategies to meet long-range goals and objectives. Arranges and assigns work to use resources

efficiently. Participates in planning and implements changes in operations. Establishes work unit operating standards and procedures. Ability to research alternatives or analyze special details for non-standard items of work for programs/projects. Ability to determine program/project priorities, processes and procedures. Ability to explain concepts and related facts in a clear, concise and organized manner. Ability to write clear, concise and organized documents, and reports addressing novel or complex concepts and facts such as standards/practices/codes/regulations. Ability to provide program/project leadership in planning and organizing the work of others. Ability work collaboratively to manage issues. Ability to evaluate and recommend resource needs. Ability to consult with senior level decision-makers on an on-going basis. Ability to participate in the development of long-range strategic goals. Ability to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts.

### **SPECIAL REQUIREMENTS**

Management prefers a Professional Engineer's Licensed by the NC Board of Examiners for Engineers and Surveyors. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Work is typically performed in an office environment where conditions are controlled; and requires the ability to perform coordinated movements needed to operate office equipment, motor vehicles, and drafting instruments. Some tasks require the ability to perceive and discriminate colors or shades of colors; and to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks may risk exposure to dust, weather conditions, and noise.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stopping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some task may risk exposure to dust, weather conditions and noise.