



Position: **Engineering Manager**

Department: **Planning & Development Services**

Salary: **\$65,032.50 to \$89,485.50**

General Summary:

Responsible for managing the activities of the Engineering area of the Planning & Development Services Department. Supervises inspectors and project management analysts and other staff as may be assigned in technical activities related to design, review, construction, permitting and direction of all engineering and township facility related projects. Performs engineering review and approval on construction projects within the Township. Responsible for infrastructure planning, permits, recordkeeping, mapping (GIS), construction supervision, and administration of contracts with RCOC, OCWRC and other project specific contracts. Duties delegated or assigned by the Director of Planning & Development Services are carried out with considerable independence and latitude with the Director being consulted on policy issues and unusual situations. Schedule work activities and monitors assignments in progress and upon completion, to assess quantity and quality of work. Work is evaluated through review of reports, activity summaries and assessment of Township operations, effectiveness and efficiency.

Qualifications:

- **Bachelor Degree** (BBA) preferably in Civil Engineering, Construction Management or related Engineering discipline. **REQUIRED**
- Possession of a Certificate or Registration as a professional engineer issued by the Michigan State Board of Registration.
- Five or more years' experience in progressively more responsible municipal or public works administration or Engineering.
- Two or more years of experience in supervision preferred.

Applications can be obtained from our web-site:

<http://wbtownship.org/jobs>,

at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield or by calling (248) 451-4795. **Applicants must complete an employment application to be considered for this position. Completed applications can be sent to resume@wbtownship.org.**

Position is open until filled.

WEST BLOOMFIELD TOWNSHIP



Job Description Engineering Manager

Drafted: 06/14/2019

Adopted: 07/08/19

Pay Grade: 7.5

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Representative Duties and Responsibilities which may be considered Essential Function(s):

Control and Technical:

- Analyzes: projects, processes, expenses, charges and budgets.
- Consults: with contractors, consultants, and department directors to identify problem areas, opportunities for improvement, and project recommendations; assists in the drafting of ordinances and policies and procedures involving engineering related activities.
- Compiles: reports for the contractors, residents, director and other governmental agencies, as needed.
- Liaisons: to Oakland County Water Resources Commission, Road Commission for Oakland County, Oakland County Health Department, Michigan Department of Environment, Great Lakes, and Energy, Corps of Engineers, GLWA, SEMCOG, and other agencies as appropriate regarding project planning, repair or construction projects, and related issues.
- Monitors: township construction projects and site construction and township assets including facilities and safety path system.

- Organizes: all aspects of construction projects, including the transfer of utilities from developments to the Township authorizing use of installed utilities. Also, organizes the maintenance and expansion of township facilities and safety path system.
- Reviews: site plans and proposed designs of construction projects and resolves complex issues associated with commercial and residential construction permitting.
- Conducts: Field inspections.
- Resolves: Questions and complaints from residents, developers, and contractors to ensure an understanding and conformance to township requirements and specifications. In addition, responds to various questions and problems of the general public regarding engineering related issues.

Executive / Supervises:

- Coordinates: permit process for engineering projects including construction inspections; maintenance and improvement projects for township facilities.
- Communicates: with Director and other department heads and the public concerning proposals, projects, problems, and solutions.
- Oversees: engineering consultants, construction plan review, SADs, safety path program, MS4 permit, facilities, and other work as may be assigned by the Director.
- GIS: coordinates all infrastructure information with IT Department.
- Assists: with the preparation and administration of the Capital Improvement Plan, departmental budget, authorizing expenditures within budget, including equipment needs for areas within responsibility; and drains-at-large projects and special assessment projects.
- Supervises: engineering and maintenance staff including making work assignments, training, evaluations, disciplinary actions, and hiring recommendations to ensure efficient and effective delivery of services.
- Attends: Township Board and other board and commission meetings to provide information, make presentations, and answer questions regarding construction, design, and general engineering related topics, as needed.
- Maintains: township facilities. Coordinates the maintenance activities for all township facilities including, fire stations, police station, water and utilities building, cemetery, and town hall.

Special Items:

- May be assigned unique tasks to the department within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

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- Five or more years' experience in progressively more responsible municipal or public works administration or Engineering.
- Two or more years of experience in supervision preferred.

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional information.

Equipment and Tools Used:

Personal computer, surveying equipment, drafting equipment and software, GIS software and equipment, public records, ordinances and laws.

Abilities:

Math - A complete understanding of algebra, statistics, geometry, trigonometry, calculus, percentages, engineering math functions, fractions, ratios, rates, and calculations is required.

Reading - Ability to read and comprehend complex manuals, blue prints, site plans, project plans, GIS materials, instructions, legal documents, and legislation.

Writing - Ability to draft correspondence, technical memoranda, manuals, and guides for the administration of tasks, procedures, and presentations. Such documents must be implemented with correct format, punctuation, spelling and grammar.

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective written and verbal skills.

Physical Requirements:

Considered Light Work.

Lifting - up to 30 pounds on an occasional basis

Ability to maneuver as necessary to do inspection that may involve stooping or kneeling.

May occasionally climb stairs (elevator available).

Walking - occasionally; Standing - occasionally; Sitting - constantly

Use of hands - constantly

Reaching - frequently

Vision - near and far vision required.

Hearing - must be able to hear and understand normal speech in same room, on a construction job site, and on phone.

Environment and Hazards:

Noise - office environment – occasional outdoor construction	
Dust- occasionally	Electrical hazards - no.
Caustic chemicals - rarely.	Extreme outdoor temperatures - rarely.
Moving equipment hazards – occasionally.	Dangerous persons - no.
Weapons - no.	Atmosphere hazards - no.
Biohazards – no.	Traffic hazards – occasionally.
High Pressure Lines – rarely.	Slip Hazards – occasionally.
Dust - occasionally	

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other basis prohibited by federal, state or local laws.