



Warren C. Evans
County Executive

**DIVISION DIRECTOR OF ENGINEERING -
DEPARTMENT OF PUBLIC SERVICES**

GENERAL SUMMARY:

The Division Director of Engineering in the Department of Public Services directs the operations of the Engineering Division. The Division Director of Engineering ensures compliance with Federal, State and local regulations on construction projects, maintenance projects, transportation projects and real estate transactions. This position also implements new technology and processes to more efficiently maintain the engineering operations within Wayne County. This role leads and supports the services, contracts, funding and projects associated with the Engineering Division, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures the provision of planning, design and construction oversight services to the County, citizens and contractors so they can build safe roads
- Analyzes and directs activities related to real estate (road right-of-way) acquisition/disposal
- Participates in the development of the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Congestion Management Process (CMP), et al, thru SEMCOG
- Chairs the Wayne County Federal Aid Committee (WCFAC), and thus directs, develops and manages annual Federal-aid road project programs in Wayne County
- Consults with EDGE and WCAA to help facilitate economic development-related transportation projects
- As County Highway Engineer, annually certifies County-Juris Primary and local road mileages, and assist in required Act 51 reporting to MDOT to ensure proper MTF funds continue to come to Wayne County

- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles
- Knowledge of engineering principles related to road and structure maintenance, real estate, transportation, traffic, and new construction
- Knowledge of precedence and past procedures used in the Engineering Division
- Knowledge of principles of staff supervision
- Ability to use judgment, reasoning and decision making skills for executive level initiatives
- Ability to establish effective relationships with constituents at all levels of the County organization and other outside municipalities
- Computer skills for basic office services
- Interpersonal skills

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six years experience in the engineering department of a large public services department. Three years of this experience should be in an increasingly more responsible engineering management role.

Training: Bachelor's degree in Civil Engineering, Construction Management, Public Administration or a related field or equivalent educational experience.

License: Professional Engineer's license.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
February 2013