# CLASS SPECIFICATION
## Transportation Development & Engineering Services Group Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

### GENERAL PURPOSE

Under general direction, plans, organizes, integrates and directs the activities, financial/personnel management, administration and operations of the Office of Transportation's Development and Engineering Services Group, which constitutes the capital investment and developer service arm of the Bureau; directs the group's external affairs with City officials, other bureaus, other government agencies and the public; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for planning, managing, directing and integrating programs, personnel and operations responsible for the surveying, design, construction management and inspection of transportation capital improvement projects, as well as private development services. This position reports to the Transportation Director and participates as a member of the Office of Transportation's executive management team. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Transportation Engineering & Development Group; with subordinate managers, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the preparation of and monitors performance against the group budgets; controls the use of group funds; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to the Transportation Director and City management concurrence.

3. Provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's, bureau's, and group's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs and oversees the programs, activities and projects of the Transportation Engineering & Development Group, including project management, engineering services, traffic design, development review/permitting and right-of-way acquisition.

5. Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address city and regional transportation system needs; advises the Transportation Director and City Council regarding transportation infrastructure issues, programs and projects.

6. Directs the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other governmental agencies, professional organizations and elected officials.

7. Serves as the group's representative to professional and community groups, and to other agencies and organizations. Addresses civic and other organizations regarding group activities and programs to explain and promote public understanding of its work; serves as a key spokesperson and advocate for the group

8. Participates in major negotiations with contractors, consultants, vendors and other public agencies.

9. Represents the group on the Office of Transportation's executive management team; works with the Bureau Director and other Group Managers in setting and carrying out the Bureau's vision, mission, and objectives.

10. Meets with other managers to coordinate group activities that cross group lines of control.

11. Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to group operations.

12. Represents the bureau to the Commissioner-in-charge and the City Council as designated.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Theory, principles, practices and techniques of civil engineering, public administration, public financing, financial management and long-range planning as they apply to a large, complex public works engineering development and capital construction operation.

2. Principles, practices and techniques involved in the design and construction of a large, urban transportation system.

3. Applicable federal, state and local laws, regulations and court decisions.

4. City functions and associated management, financial and public policy issues.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Social, political and environmental issues influencing program/project development and implementation.
7. Research methods and analysis techniques.
8. Principles and practices of sound business communications.
9. Principles and practices of effective human resource management and supervision.
10. City human resources policies and labor contract provisions.

**Ability to:**

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct the operations of a large, complex public works engineering, development and capital construction operation.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive management and technical correspondence, reports and studies.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Establish and maintain effective working relationships with elected officials, all levels of City management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Effectively communicate orally and in writing.

**Licenses; Certificates; Special Requirements:**

A current valid driver's license and acceptable driving record.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering, public or business administration,

or a related field; and at least ten years of progressively responsible administrative or management experience in a large, complex public works engineering and construction program; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 12-05-07

June 2009 - Change Job Class number from 7051 to 30000853, due to system change.