

ENGINEER, ADMINISTRATIVE - MANAGEMENT

KIND OF WORK

Professional administrative engineering work.

NATURE AND PURPOSE

An employee in this class is responsible for directing a major engineering program of an operating agency including the integration and coordination of several diverse engineering functions. Responsibility extends to the planning and coordination of activities, objective setting, and formulation of policies and procedures. As the administrative head of an activity, the incumbent is also responsible for budget, personnel, plant, equipment, and other management functions necessary to the operation of the organization. Extensive latitude is given the employee in directing the engineering activities within the framework of rules and policies established. Work is reviewed periodically by a higher level administrator through conferences, reports and recommendations in terms of overall effectiveness and attainment of objectives established.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, directs, coordinates and evaluates overall engineering activities of a major engineering program to ensure an efficient and effective operation in attaining divisional or departmental goals and objectives.

Participates in the development and implementation of departmental divisional policies and procedures to ensure appropriate changes provide coordination and efficiency of operation.

Reviews proposed and completed engineering plans and projects to determine compliance with established engineering requirements and consistency with overall departmental objectives.

Determines engineering priorities in terms of long and short range planning goals to ensure that the total engineering program is being carried out in review of current and projected needs and resources.

Prepares or assists in budget preparations, including the determination of spending priorities to ensure financial resources are available to meet departmental objectives.

Advises top level management regarding engineering programs to ensure awareness of current developments and that alternative courses of action are implemented where deemed feasible and appropriate.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough Knowledge of:

The principles and practices of a specialized field of engineering with particular reference to the activities of the section involved.

Departmental programs, policies, and procedures and of applicable state and federal regulations.

Management principles.

Ability to:

Plan, direct, and coordinate the administrative activities of a major engineering program.

Establish and implement departmental policies and procedures to accomplish specific departmental engineering activities.

Critically analyze and appraise engineering reports in terms of consistency with departmental engineering objectives.

Deal effectively with departmental staff, top level management, governmental officials and the general public.

LEGAL OR LICENSURE REQUIREMENTS

Licensure with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) under the provisions of M.S. 326.02 – 326.15.

Est.: 6/75  
Rev.: 11/08  
Ckd.: 9/92

T.C.:  
Former Title(s):