

ENGINEERING MANAGER

BASIC PURPOSE:

Positions in this job family are assigned responsibility for overall management of a staff of engineers, technicians and other personnel who are responsible for providing engineering expertise, guidance and technical assistance to state agencies, consultants, and the public. They are differentiated from lower levels in the Professional Engineer job family in that their focus is on broader supervisory and management issues including planning, organizing, and integrating the functions that report to them.

TYPICAL FUNCTIONS:

The functions performed by employees in this job family will vary by level, but may include the following:

- Selects, develops and motivates subordinate staff to ensure that resources are available to provide quality services and on-time performance for the agency or unit supported;
- Plans, organizes and manages the work of subordinate staff in the assigned unit to ensure that the work is accomplished consistent with agency requirements.
- Directs engineering activities of all or part of an agency's responsibility; e.g., section, branch, division, etc.
- Develops and conducts a specific work program within an agency in accordance with agencies' policies, priorities and budget constraints.
- Manages and/or develops budgets for an assigned unit including operating requirements and equipment and material purchases and ensures that actual expenses are consistent with the approved budget.
- Represents the department in contacts with the general public and public officials, answering questions and resolving complaints.
- Oversees consulting engineers contracts and provides technical oversight.

LEVEL DESCRIPTORS:

The Engineering Manager job family has five levels which are distinguished based on level of supervisory/management responsibility, areas and levels of interaction within and outside the agency, scope of responsibility, complexity and breadth of function, financial impact of the area managed and degree of autonomy with which the incumbent is permitted to function.

Level I:

Code: S12A

Salary Band: O

This is the basic management level where incumbents are typically responsible for assisting in the management of an engineering work unit.

The complexity of function will be somewhat focused, with the unit managed being responsible for a minimum number of basic functions involving somewhat similar tasks, or being responsible for an assigned program area. Basic functions as described herein might be project design, construction engineering, traffic engineering, etc. Examples of agency program areas might be public drinking water, ground water, surface water, storm water, municipal wastewater, industrial wastewater, etc.

Incumbents at this level are expected to exercise autonomy in decision-making in those matters regarding accomplishment of the unit's function.

Knowledge, Skills and Abilities required at this level consist of knowledge of engineering practices, principles and systems; of management principles; and of the principles of effective supervision. Ability is required to design and implement engineering activities; to organize projects; to establish and maintain effective working relationships with others; to supervise personnel; and to expressing ideas clearly and concisely, both orally and in writing.

Education and Experience requirements at this level consist of registration as a Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors.

Level II:

Code: S12B

Salary Band: P

This is the management level where incumbents are typically responsible for the management of an engineering work unit.

Knowledge, Skills and Abilities required at this level are the same as Level I plus knowledge of budget planning, development and control.

Education and Experience requirements at this level consist of registration as a Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and one year of supervisory experience in a professional engineering related field.

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Engineering Manager -- continued

Level III:

Code: S12C

Salary Band: Q

At this level the incumbent will normally have supervisory responsibility over other Level I and II Engineering Managers and will be responsible for the management of engineering work units. Alternatively the incumbent at this level may have statewide responsibility for an agency program.

Complexity of function will be broad based encompassing all areas of the division's responsibility. Incumbents at this level may serve as an assistant to a division engineer or as section chief for engineering activities within a division of an agency.

Complexity of function of the units managed will still be focused as described in Level I. However, complexity of function of the job of the incumbent is increased due to the additional responsibility for oversight of multiple units and/or multiple program areas.

Incumbents at this level, with guidance from a higher level of authority, are expected to make decisions regarding matters of agency policy, rules and regulations.

Knowledge, Skills and Abilities required at this level are the same as those required at Level III plus ability to manage multiple work units or program areas.

Education and Experience requirements at this level consist of registration as a Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and three years of supervisory experience in a professional engineering related field.

Level IV:

Code: S12D

Salary Band: R

At this level, an incumbent will be responsible for directing, controlling and administering the affairs of a division of an agency involved in engineering.

Complexity of functions will be broad based encompassing all areas of the divisions responsibilities.

Incumbents at this level will represent the agency in outside contacts, and make decisions and provide guidance to others regarding matters of agency policy, rules and regulations.

Knowledge, Skills and Abilities required at this level are the same as those required at Level III plus knowledge of finance and budget administration, and ability is required to establish budget controls, formulate and establish agency policies.

Education and Experience requirements at this level consist of registration as a Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and five years of supervisory experience in a professional engineering related field, including two years of experience in an administrative or managerial capacity.

Level V:

Code: S12E

Salary Band: R

At this level incumbents will be responsible for executive oversight over multiple divisions of an agency involved in engineering work.

The financial impact of the incumbent's responsibility will be greater than at any other level in the Engineering Manager job family, having responsibility for development of budgets, acquisition of funds, and oversight of expenditures of each of the divisions managed.

Complexity of function will be broad based encompassing all areas of each division's responsibilities and is increased over that of Level IV due to the additional responsibility inherent in the oversight of multiple divisions.

Incumbents at this level will represent the agency in outside contacts, and develop and establish general policies and procedures for the divisions to follow.

Knowledge, Skills and Abilities required at this level are the same as those required at Level IV, plus knowledge of finance and budget administration, and ability to establish budgetary controls; and to formulate and establish agency policies and the ability to manage multiple divisions.

Education and Experience requirements at this level consist of registration as a Professional Engineer with the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and six years of supervisory experience in a professional engineering related field, including three years in an administrative or managerial capacity.