



Division Manager - Engineering

Job Description

Department: Public Works
Position: Career Service
Grade: 729
Supervisory: Supervisor
Reports to: Associate Director – Public Works

Summary

Under general direction of the Associate Director – Public Works, supervises, plans, coordinates, and directs the activities of the Engineering Division of Public Works.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Manage division documentation, including compiling, maintaining, and reviewing all reports, daily work records, timecards, payroll, work specifications, and appropriate personnel documentation.
5. Manage and coordinate division activities with volunteer groups, county departments, suppliers, maintenance personnel, and outside agencies.
6. Manage division maintenance and purchasing decisions for equipment, tools, and supplies.
7. Assist with division budget preparation and oversee purchase orders and expenditures.
8. Manage and coordinate the design, drafting, engineering calculations, construction reviews, inspections, and funding of county construction projects including office additions and remodels, park facilities, parking lots, roads, bridges, and similar County facilities.
9. Manage the review and evaluation of road, bridge, and traffic control device conditions; utilize and evaluate traffic studies, computer aided road condition programs, crash and accident analysis, including other federal or state provided inspection reports; recommend repairs and budget based on these assessments.
10. Acquire all necessary permits for county projects.
11. Acquire right-of-way and property for projects, as needed; prepare exhibits, legal descriptions, warranty/quit claim deeds, real estate purchase agreements, and all other right-of-way documents.

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Job Title: Division Manager - Engineering
FLSA: Exempt
Effective Date: 3/17/2025
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Division Director

12. Determine all applicable building codes, safety, American Disabilities Act (ADA), and local requirements and assemble detailed specifications for county project design.
13. Create and review schematic, preliminary, construction, and as-built drawings; prepare and compile specifications and drawings for county projects, as needed; participate in the bid evaluation committee, as requested.
14. Manage inspectors, contractors, sub-contractors, and Engineering Division personnel in the design, inspection, and maintenance of assigned county projects to ensure compliance with plans, specifications, codes, and safety considerations.
15. Collaborate with the construction team to design and implement remodeling, construction, and capital outlay projects; attend meetings with architects and/or engineers.
16. Maintain and update Public Works development standards and county codes; provide recommendations for amendments based on needs or legislation requirements.
17. Manage subdivision and development reviews and approvals; provide recommendations for bond estimates and releases.
18. Manage all Public Works permits including excavation, access, event, land disturbance, and floodplain and other permits.
19. Resolve engineering concerns and problems from Utah County citizens, contractors, government agencies, and other stakeholders.
20. Oversee county stormwater and floodplain management.
21. Respond to emergency situations on an on-call basis as assigned.
22. Perform duties of Engineering Technicians I, II, III, and Supervisor as required.

Knowledge, Skills, and Abilities

- Knowledge of construction and design methods and practices
- Knowledge of contract administration
- Knowledge of Microsoft products, including Excel, PowerPoint, Word, Outlook, and Teams
- Knowledge of advanced drafting, design applications, and techniques
- Knowledge of surveying and engineering design standards
- Knowledge of architectural and construction principles and applications
- Knowledge of current construction methods and building codes such as ADA requirements, local codes, and safety regulations
- Knowledge of supervisory techniques
- Skilled in algebra, trigonometry, geometry, surveying, applied engineering calculations, and advanced math
- Skilled in reading and interpreting blueprints, plans, specifications, diagrams, sketches, and maps
- Skilled in calculating cost estimates
- Skilled in analytical problem solving
- Skilled in communicating technical complex information both verbally and in writing
- Skilled in conducting effective meetings both in person and virtually

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- Skilled in computer aided design, mapping, word processing, and surveying Coordinate Geometry (COGO) applications
- Ability to track ongoing project timelines, milestones, and deliverables
- Ability to adapt to changing priorities and efficiently coordinate multiple tasks
- Ability to read specifications, blueprints, and construction plans
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility, and serves as a coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Equivalent to a bachelor's degree in Civil Engineering or a related field including course work in advanced math, surveying, engineering principles, computer aided design, and construction.
2. Six (6) years of work experience performing professional civil engineering activities, including three (3) years in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. State of Utah Professional Engineer License (Civil).

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and must pass a background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment. Selected applicants or county employees may also be required to obtain additional certifications as directed.
 - a. Forklift Certification
 - b. Drone Pilot License
 - c. Trench Safety Certification
 - d. Complete a Defensive Driving Course

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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