



City of Tempe

DEPUTY ENGINEERING & TRANSPORTATION DIRECTOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	036	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range			
**This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.			

REPORTING RELATIONSHIPS
Receives general direction from the Engineering & Transportation Director.
Exercises direct supervision over professional, supervisory, technical and administrative staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Seven (7) years of increasingly responsible professional civil engineering, transportation, or traffic engineering experience including three (3) years of supervisory and five (5) years of management level responsibility.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in civil engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> Registered as, or required to be registered as, within six (6) months of hire, a professional civil engineer in the State of Arizona. Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the activities of and provide highly responsible and complex administrative assistance related to the assigned area. To develop, plan, and implement Division and section goals and objectives that align with the Department's goals and objectives. To recommend and administer Division and section

policies and procedures. To coordinate assigned activities with other City Departments and outside agencies. To provide technical support and staff the assigned Council Boards and Commissions.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Assist the Engineering & Transportation Director in enculturating strategic management philosophy with associated metrics in the business practices of the Department. Support the Engineering & Transportation Director in evaluating Division performance against best in class and best in Valley peer analysis.
- Attend City Council, board/commission, neighborhood and various other meetings as required.
- Act as a liaison with the business community, citizen groups, contractors, State Legislature, and other government entities.
- Assist the Engineering & Transportation Director and his/her designees in formulating strategy and informing plans such as the Capital Improvement Program and the Special Funds Long Range Financial Forecasts.
- Coordinate the preparation of capital and procurement of capital projects, operating budgets and grant activities, and oversee related grant activity; investigate, pursue, administer, and monitor federal grants for services and projects.
- Assists the Engineering & Transportation Director in facilitating the integration and the planning of capital improvement projects to ensure seamless delivery to the community.
- Plan, develop, implement and manage the Division's goals, objectives and work plans; assign work activities, projects and programs; monitor workflows; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Coordinate Division activities with those of citizens, partner Departments, outside agencies and neighborhood organizations.
- Provide staff assistance to the Engineering & Transportation Director in his/her support of the City Manager and City Council including preparing and presenting staff reports, recommendations, and technical reports related to Division matters. Advise the City boards or commissions when appropriate, on Division related matters. Prepare complex and sensitive reports for State and Federal regulatory agencies.
- Develop actions, procedures and habits that encourage intra and inter-departmental cooperation and reduce barriers within the Department and other City Departments.
- Represent the Engineering & Transportation Director at meetings by making presentation to explain program or project status. Answer questions or arrange for compilation of data to assist in decision making.
- Assist Engineering & Transportation Director and advise and/or direct section managers on problems relating to activities within their sections for efficiencies within the Department.
- Advise and assist the Engineering & Transportation Director in a variety of work-related matters including the interpretation and application of policies and processes.

- Manage the development and administration of the Division budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Provide leadership and model principled based management to include selection, training, motivation, and evaluation of personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures. Ensure that the Division staff contributes to the City's mission and values.
- Recommend goals and objectives; assist in the development of policies, procedures and priorities related to the Division.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Manage the preparation of agenda items for the City Council, Council committees, and boards and commissions.
- Develop, administer, monitor, and evaluate inter-governmental agreements and contracts.
- Provide pro-active performance planning utilizing performance management tools.
- Collaborate with the Engineering & Transportation Directors designees to maintain effective and consistent labor relations and support open dialogue with employees on a regular basis.
- Perform related duties as assigned.

When Assigned to Engineering Division:

- Perform statutory duties of City Engineer as prescribed by State law and the Municipal Code; enforce and administer Floodplain program.
- Foreshadow emerging trends in construction execution, construction procurement, delivery techniques, and resource needs.
- Study and document the efficacy of various construction delivery techniques to ensure the city receives the best value procurements.
- Study and evaluate the efficacy of various green building programs, and pilot green building strategies in support of city-wide sustainability efforts through the use of green building programs.
- Oversee citywide Energy Management programs to include Solar and similar clean energy initiatives.
- Manage, evaluate and coordinate the functions and activities of the Engineering Division including capital improvement project planning, design, construction, and contracting, mapping, field survey, public right-of-way programs, GIS, and dry utility permitting.
- Direct the installation of all public improvements in subdivisions and developments. Prepare and implement long range planning for public works systems and improvements; prepare public works conditions to be placed on new and redeveloped parcels.
- Review and approve plans and specifications, designs, environmental documents, reports, and studies.

When Assigned to Transportation Division:

- Provides oversight of the statutory duties of the Traffic Engineer as prescribed by City Code.
- Serve as a technical advisor to the Engineering & Transportation Director, City Manager, City Council, and City Departments on transportation and transit projects related to streets, traffic operations, ITS, traffic engineering, transportation planning, greenscapes, transit planning, transit and para-transit operations, capital programs, regional transit programs, or other matters.
- Act as liaison with the business community, citizen groups, contractors, State Legislature, government entities such as ADOT, MAG, Valley Metro/RPTA, Valley Metro Rail, Inc., or other governments on related activities; serve on regional committees; act as an integral part of local and regional teams that advise City management and/or the City Council on regional issues.
- Manage, direct, and organize a diverse and proactive program of traffic/transportation related services including street maintenance, traffic operations, ITS traffic engineering, transportation planning and greenscapes, transit planning, transit and para-transit operations, and capital programs.
- Participate in the preparation of the City's General Plan, the Transportation Master Plan, and other citywide planning activities related to transportation and transit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Work alone for extended periods of time;
- Operate computers and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse considerable distances during workday with or without an accommodation;
- Work outdoors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised December 1991</i> <i>Revised / Renamed September 2000</i> <i>Revised Dec 2010 (Title change)</i> <i>Revised August 2016 (Job Description Changes)</i> <i>Revised March 2017 (Title change and job description changes)</i> <i>Revised May 2019 (PW reorg – retitled and moved to Engineering & Transportation Dept.)</i> <i>Revised June 2019 (update job duties)</i> <i>Revised February 2020 (Title change and job description changes; added When assigned to Engineering Division and Transportation Division)</i></p>