
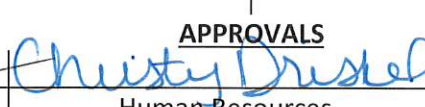



**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Transportation and Drainage Systems Engineering Manager	DEPARTMENT: City Engineering
RANGE: 59	DIVISION: Civil Engineering
EFFECTIVE DATE: October 2021	REVISION DATE:
EXEMPT	

APPROVALS

 Department	 Human Resources	 City Manager
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PURPOSE OF POSITION

Provide assistance, management and oversight of Transportation and Drainage (T&D) Systems Engineering projects which may include studies, design, construction and associated efforts related to transportation and drainage systems. Related activities include scope and budget preparation, development of professional, specialty and technical review of submittals and reports, determining compliance with City and State standards, coordination with other divisions, departments and agencies, and managing pay claims and payment process. Prepare memoranda and reports related to project implementation. Participate in the responsible planning of transportation and drainage system and capital improvements and projects for the department. Reports to the Deputy Director of City Engineering (DDCE).

ESSENTIAL JOB FUNCTIONS:

- Responsible for all Transportation and Drainage System Engineering projects:
 - in-house designs
 - technical services provided to Public Works (PWD) and other departments
 - support to other divisions and departments
 - support to the development community
- Technical Support for PWD:
 - Coordinate with and support PWD as it manages the O&M of the transportation and drainage systems
 - Develop evaluation and reporting system necessary for
 - Safe and efficient operation of the transportation and drainage systems
 - Timely intervention of identified deficiencies within T&D systems
 - Apprise DDCE of status of operations and preventive maintenance of T&D systems
- Design Process duties:
 - Responsible for the development of the Basis of Design for outside consultants' transportation and drainage system engineering projects
 - Responsible for the development of the Scope of Services for outside consultants on transportation and drainage system engineering projects
 - Participate in the selection of outside Design Consultants, Construction Managers at Risk and other professional services providers
 - Review & comment on outside consultants' contracts and design fees on transportation and drainage system engineering projects
 - Represent City Engineering at predesign conferences on development and City projects
 - Review & comment on designs from outside consultants on transportation and drainage system engineering and development projects
 - Provide constructability reviews and value engineering on City projects
 - Review applications requiring permitting or authority to construct from State or Federal agencies and make recommended actions to DDCE
 - Responsible for development review for T&D system engineering aspects of development projects
- Construction Process duties:
 - Responsible for supporting quotes/bids process for small scale in-house design projects.

- Represent city engineering at preconstruction conferences on development projects and City projects
- Review and provide input on change order, RFI, and WCD proposals for capital projects
- Responsible for coordinating submittal and RFI reviews and responses in accordance with stipulated timelines for in-house design projects
- Responsible for supporting submittal and RFI reviews and responses in accordance with stipulated timelines for development projects
- Periodic construction site visits to insure compliance with design intent of the Contract Documents
- Attend final inspections and recommend corrections or project acceptance
- Supervise the personnel in assigned work group
- Responsible for development, maintenance, and execution of 5-year Pavement Management Plan.
- Maintain Pavement Management System, including periodic field surveys, project prioritization, and data.
- Investigate, analyze, and develop remediation measures for various intersection and traffic system issues, such as signal operations, design and timing, application of temporary and permanent traffic control devices, comparison of data and/or calculations against legal and operational criteria, evaluating safety and operational sufficiency of various traffic systems, rules and regulations, and technical and logistical data.
- Maintain awareness and incorporation of multi-modal or active transportation systems within projects and the broader transportation context.
- Supervise the staff and process to review and approve temporary traffic control plans, lane closures, etc.
- Review construction materials testing methods and procedures and determine which methods and procedures are appropriate for each situation.
- Responsible for periodic review and development of recommendations to changes to the City Design & Construction Standards and Standard Details, as well as City Code, T&C, etc. pertaining to transportation and drainage system engineering
- Maintain transportation and drainage system engineering CIP for City Engineering, including list of projects and implementation priorities
- Responsible for the development of Master Plans for transportation and drainage systems
- Represent city engineering at meetings, etc.:
 - Attend and present at BRC and other meetings
 - Occasionally attend and present at CC, PC, SUA and other public meetings
- Other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelors in Civil Engineering, or closely related field, with Masters preferred
- Seven years progressive experience in the design and construction of transportation and drainage systems.
- Demonstrated ability to supervise other professionals on multiple projects and objectives.
- Ability to work with others, within and outside of COS, in sometimes contentious situations.
- Experience with oversight, development and management of budgets

SPECIAL CERTIFICATES, REGISTRATIONS, AND LICENSES REQUIRED:

- Registered Professional Engineer. Must obtain Oklahoma Registration within 6 months of hire date
- Valid driver license. Must have Oklahoma license within thirty days of hire date

ENVIRONMENTAL & SAFETY CONCERNS:

- Requires detailed attention to safe work practices, surroundings, and operating procedures.
- Exposures to hazards that may be encountered at construction work sites; such as walking/tripping hazards stairs, inclined walkways, grating, as well as slippery surfaces.
- Requires the wearing of appropriate safety apparel while working in various work environments.

JOB LOCATION:

- Work is performed indoors and outdoors during all seasons (less frequently in inclement weather) at various City of Stillwater locations.
- Some travel required to attend meetings, seminars, training, etc.

Employee Signature: _____

Date: _____