

# Job Specification



---

## **DIRECTOR OF CONSTRUCTION AND ENGINEERING**

**Classification:** Exempt  
**Grade:** 18  
**Function:** Construction and Engineering

### **Position Summary:**

Reporting to the Agency's Deputy Director, this position is responsible for providing strategic and operational direction to the division's senior staff. Through guidance and support, the incumbent will help to ensure the efficient delivery of all engineering and construction projects associated with NBC's wastewater collection and treatment facilities.

### **Essential Duties and Responsibilities:**

#### Leadership:

- Promotes an environment of trust where people feel safe to contribute ideas and communicate failures.
- Empowers people to make decisions and take chances.
- Embraces change, seeks out new ideas, and encourages creative solutions.
- Provides transparent and frequent communication.
- Promotes department and inter-department cooperation and collaboration.
- Champions improvements in individual and team performance through training, coaching, encouragement, and recognition.
- Interacts on a regular basis with team members at all levels of the division.
- Champions employee development
- Addresses performance issues in a timely manner

# Job Specification



---

## Operational:

- Works with staff to develop and implement required operating policies, procedures, performance standards, and goals to maintain appropriate internal controls.
- Responsible for assuring all NBC Engineering and Construction Projects proceed in accordance with established schedules and budgets.
- Oversees the development and management of the annual division budget.
- Monitors the application process and management of federal and state grants and loans.
- Reviews engineering and construction proposals to determine eligibility for funding.
- Oversees the preparation of construction estimates, reviews, and approves all contracts and bidding/construction documents.
- Oversees the review of construction plans and specifications, to ensure compliance with local, state, and federal guidelines.
- Oversees the review of all architectural/engineering drawings and design specifications to ensure that they meet NBC guidelines and local code requirements.
- Ensures proper project staffing capacity through the use of divisional staff and 3<sup>rd</sup> party contractors.
- Manages the construction activities of each project with all state and federal regulatory agencies, consultants, contractors, and staff to ensure that grant or bond fund requirements for each project are satisfied.
- Coordinates and delegates work responsibilities to subordinates to ensure the division runs efficiently and in compliance with required regulations.
- Ensures all divisional projects proceed in accordance with established schedules and budgets while remaining in compliance with federal, state, and local regulations.
- Reviews and approves purchase requests, consultant's and contractor's invoices and resolves construction claims.
- Maintains knowledge of all applicable regulations and current environmental issues.
- Keeps current on technological improvements associated with wastewater collection, treatment processes, and equipment.
- Participates in statewide and national stakeholder activities to promote and protect NBC's interests.

# Job Specification



- Routinely make presentations promoting NBC programs and projects to stakeholder groups and at workshops locally and nationally.
- Serves as a representative of NBC on local, state, and national committees and boards focused on environmental compliance and protection.
- Performs other duties and projects as assigned within skill and experience capabilities.

## **Education and Experience:**

The incumbent must have a four-year degree in engineering, (Master's preferred) and a thorough knowledge of wastewater collection and treatment systems, or civil engineering exposure and be familiar with safety and environmental regulations.

Ten or more years of experience in engineering and construction management, supervising staff, contractors, and consultants required.

Professional Engineer license required.

## **Job Knowledge, Skills and Abilities:**

The incumbent must be able to think strategically and translate NBC's vision into actionable plans.

Demonstrate strong organizational skills and attention to detail.

The duties of this position require a demonstrated understanding of the technical and professional disciplines of engineering principles practices, methods, and construction management.

The position requires problem solving and organizational skills, frequent use of judgment and a high degree of integrity.

The incumbent must demonstrate the ability to motivate and direct technical staff and have a thorough knowledge of business management practices, excellent verbal and written communication skills, and the ability to interact with all levels internally and externally is essential.

Excellent verbal and written communications skills, computer skills and the ability to interact at all levels internally and externally are essential.

# Job Specification



Must possess a valid driver's license.

## **Supervisory Responsibilities:**

Works under the general direction of the Deputy Director with considerable latitude for the exercise of independent judgment and innovation.

Responsible for the daily operation of the Construction Services and Engineering Division, charged with multiple and varied duties and a wide range of professional, technical, and administrative staff.

Provides guidance, direction, and oversight to management staff to ensure that all projects and tasks are completed on time and that disciplinary issues are promptly resolved. Routinely guides and serves as a mentor to staff and encourages professional development.

## **Physical Demands:**

Must be capable of moderate physical exertion in a field construction environment, including un-level surfaces, climbing, bending, entering confined spaces, exposure to sewage, sludge, other byproducts of the treatment process, dust, damp, and hot/cold conditions. Must be capable of sitting at a desk for extended periods of time.