



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	ENGINEER SECTION HEAD	<b>Department:</b>	MULTI
<b>Job Code:</b>	2019	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-6

### Summary

This is responsible administrative and supervisory professional engineering work as a section head directing major engineering projects involving the planning, design, development, construction, renovation, maintenance or operation of aviation, utilities, public works facilities and related projects.

Work involves administrative and technical responsibility of major projects such as engineering design work in the planning and development of construction and/or renovation projects such as airports, bridges and roads, buildings, water and pollution control systems, air quality and solid waste programs and surface transportation systems. Frequent consultation with department heads, consultants, contractors and others concerned with specific projects is required in the design, review of plans and specifications and inspection of construction work for compliance with prescribed engineering criteria. Assignments received in conference with a professional superior and employees of this class are expected to exercise broad independent judgment to resolve technical problems. Work is reviewed by a professional superior through observation, conferences and evaluation of written reports and plans for technical quality and adherence to department standards.

### Duties and Responsibilities

- Plans and assigns specific projects or areas of work to professional and technical subordinates.
- Reviews and approves completed plans, specifications, drawings and estimates.
- Confers with division heads and other departmental officials, consulting engineers, contractors and others as project needs require.
- Represents the department in matters with other governmental agencies, private firms and the general public.
- Prepares budget estimates for the assigned division and assists in the development of departmental objectives, goals and programs.
- Reviews vouchers and supporting field data for partial payments for work completed; approves payment per contractual requirements.
- Prepares specifications for materials and products; performs necessary research for satisfactory substitutes; investigates material(s) failure(s).
- Inspects construction work in progress for compliance with plans and specifications; approves and authorizes changes as necessary; interprets plans and specifications for inspectors and contractors.
- Develops and supervises training programs for new technical personnel.
- Maintains necessary records and prepares reports.
- Performs related duties as required.

**Created**  
**Revised**

5/96, 9/06, 07/08, 4/11, 11/18, 8/2022