



City of Kansas City, Missouri Job Class Specification

Job Title:	ASSISTANT ENGINEERING DIRECTOR	Department:	MULTI
Job Code:	2021	Status:	EXEMPT
		Grade:	EX-7

Summary

This is highly complex administrative and supervisory professional engineering work assisting a department head in the direction of several functional programs associated with the planning, design, construction, maintenance and operation of municipal facilities and utilities.

An employee of this class has no intermediate supervision, and reports directly to the department head. Because assignments are received in general terms, the employee is expected to assume responsibility and exercise broad independent judgment in the solution of problems. Employee confers with the department head in coordinating complex engineering matters and formulating department policies. Work is reviewed by the department head through periodic conferences and reports to ascertain the effectiveness of departmental programs.

Duties and Responsibilities

- Directs professional, semi-professional, and other employees in the investigation, development, design, and construction of a variety of engineering projects and programs.
- Reviews and approves plans and specifications for construction contracts; confers with consultants, contractors, and other interested parties; makes engineering recommendations and decisions.
- Reviews recommendations for changes in applicable codes, and rate and fee structures.
- Works closely with the director in the formulation of long term development and improvement programs; assists in evaluating long range plans and cost estimates for future expansion of major programs.
- Studies operations and costs of the department programs, reviews tentative budget requests and recommends necessary changes; assists the director in administering the expenditure of allotted funds to achieve the greatest economy consistent with efficient and effective operations.
- May assume full responsibility for the direction of the department during absence of the director.
- Represents the municipal government in dealing with other governmental jurisdictions, private firms, and the general public on engineering matters.
- Performs related work as required.

Technical Skills	Extensive knowledge of: The principles and practices of civil engineering as applicable to departmental activities. Applicable construction and maintenance methods, materials, and equipment.
	Thorough knowledge of: Federal and state regulations applicable to departmental activities.
	Ability to: Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department. Appraise proposed capital improvements in light of capital budget and federal, state, and other matching funds. Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations. Establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public. Organize and direct extensive engineering programs. Express facts and ideas clearly and concisely, orally and in writing.
Education and Experience	<ul style="list-style-type: none">▪ Ten (10) years of progressively responsible experience in municipal engineering, including responsibility for planning and directing a major division of municipal works or utilities operations as a Registered Engineer.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Within six (6) months of hire date, must be registered as a Professional Engineer with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.▪ Will be required to pass a preemployment drug screen.
Supervisory Responsibility	<ul style="list-style-type: none">▪ Must pass a background check as prescribed by the City.
Supervision Received	Supervision is exercised through administrative subordinates over a large staff of professional and paraprofessional personnel.
Created Revised	Work is performed under the general direction of the departmental director.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
	11/90 5/96, 9/06, 4/11, 11/18, 8/2022 , 01/2024