

CHIEF ENGINEER

A. CLASS DEFINITION

Under general direction, the Chief Engineer manages the professional engineering design, construction, dredging and land surveying functions for the Port of Oakland; assists the Director of Engineering in the management and administration of the Engineering Division; may be assigned to act as Director of Engineering in the Director's absence.

DISTINGUISHING CHARACTERISTICS

The Chief Engineer is a senior manager level position in the Engineering Division. This position reports to the Director of Engineering. The Chief Engineer differs from the next lower class of Port Principal Civil Engineer or Department Manager in that the latter positions are responsible for supervising a department within the Engineering Division while the Chief Engineer is charged with managing, planning, and organizing the work of a number of departments.

B. TYPICAL TASKS/DUTIES (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.)

1. Manages and coordinates the activities of the four engineering departments of Aviation Project Design and Delivery, Maritime Project Design and Delivery, Dredging, Services, and Construction and such other departments as may be created from time-to-time to carry out the mission of the Engineering Division.
2. Manages the development of construction plans and project manuals; ensures project designs meet the needs of the revenue divisions as well as professional engineering standards.
3. Manages supervising staff, including personnel development and supervision; conducts formal performance evaluations.
4. Manages the review, evaluation and preparation of recommendations to the Board for all Agenda Reports prepared by the Engineering Division staff; ensures compliance with the Port's rule and procedures regarding public works bidding and solicitation of professional engineering services.
5. Manages the administration of public works construction contracts; ensures timely completion of projects in accordance with plans and project manuals.
6. Manages the performance and recording of land surveys; ensures compliance with State laws regarding land surveying.
7. Coordinates the development of the Engineering division's labor contract proposals and participates in labor negotiations with labor unions representing employees in the Division as assigned.
8. Writes engineering-related communications to the Board; advises the Director of Engineering on a wide variety of matters.
9. Manages the preparation and monitoring of the division's capital and expense reports.
10. Manages the assignment of all work orders for the Engineering Division;
11. Performs other management functions which may be delegated by the Executive Director.

C. KNOWLEDGE, SKILLS AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills and/or abilities listed below are required.

Knowledge of:

- Modern principles and practices of management as applied to administration of engineering administration.
- Engineering and construction principles, practices, materials, and equipment used in maintenance and repair of civil, mechanical and electrical installations.
- Modern principles and practices of personnel management.
- Modern principles and practices of capital and expense budget management.

Ability to:

- Coordinate work and personnel with diverse backgrounds and training.
- Develop creative solutions to maintenance and repair problems.
- Communicate effectively both verbally and in writing with subordinates, other Port personnel, Port tenants, federal, state and local agency personnel, and the general public.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls.
- Coordinate the preparation and administration of departmental budgets; negotiate and administer a variety of contracts.
- Supervise and direct subordinate professional and support staff; interpret and enforce administrative/operational policies, practices and procedures; analyze and solve problems of a complex nature.

D. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform this job successfully.

While performing the executive duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; hear nuances in oral communications; have fine motor control to manipulate a keyboard and a multi-button telephone set; and have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At Board and other meetings, the Chief Engineer employs eye contact and voice modulation and projection to convey or underscore points of information and eye, hand and foot coordination to operate a vehicle in conformance with Port policies and the State Vehicle Code.

E. WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works in-doors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels. The incumbent may also work outdoors in a variety of weather conditions.

F. EDUCATION AND EXPERIENCE

This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include a degree in Engineering or equivalent experience, plus either 7 years related experience including four years in a supervisory capacity or at least two years experience as Program Director of a major engineering program worth, at least, \$50 million in design and construction cost.

G. OTHER CHARACTERISTICS

1. Possession of a valid California Certificate of Registration as a Professional Engineer.
2. Possession of a valid California Class C driver's license at the time of and for the duration of appointment.

CLASS CODE	10061
STANDARD HOURS-DAY/WEEK	7.5/Day-37.5/Week
CS STATUS/UNIT	Unclassified/K
FLSA	Exempt
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