

Class Concept

This is technical, managerial, and administrative work in directing the engineering programs of a functional unit or division within an agency. Within their areas of responsibility positions oversee all engineering and related services provided by staff and assist management with budget and strategic planning, organizing business functions, quality assurance, and defending the agency or university budget and plans before the agency management team, legislature and/or governing body. Positions may serve as a member of division management team.

Work includes a considerable number of administrative duties but can include serving as a general technical expert determining the technical decision on the complex, sensitive or controversial issues within their areas of responsibility. Employees also review, evaluate, and make the final decision regarding budgetary requests from subordinates; develop, justify, and administer a unit budget and may plan, develop, justify, and administer one or more operational budgets. Employees usually have considerable federal government, private contractor, or public contact as a State representative. Incumbents review the accomplishments of their total unit to assure overall goals and objectives are being met; delegate the review of sub-units and individuals; and usually operate under some administrative and very limited technical review from their supervisor.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, practices, and theories of multiple fields of engineering.
- Thorough knowledge of the materials, design practices, operational requirements and of the codes, laws and ordinances pertaining to the engineering fields supervised.
- Ability to design and/or review the design of outside consultants and to read and interpret all related plans and specifications.
- Ability to estimate costs for engineering projects, monitor and manage construction projects, and to technically and administratively direct others and review and evaluate their work.
- Ability to communicate effectively both orally and in writing, and to establish and maintain effective working relationships.
- Ability to develop plans to accomplish work operations and long-range goals and objectives.
- Ability to technically oversee all services.
- Ability to evaluate and allocate resources, manage budget and contracts.

Minimum Education and Experience

Bachelor's degree in engineering from an appropriately accredited institution and a minimum of five years progressive engineering experience including two years of supervisory experience; or an equivalent combination of education and experience.

Necessary Special Qualifications

May require registration as a professional engineer by the North Carolina Board of Examiners for Engineers and Surveyors

May require certification as a Project Management Professional (PMP) from the Project Management Institute.