



ANNE ARUNDEL COUNTY

<http://www.aacounty.org/Personnel/Index.cfm>

invites applications for the position of:

Engineer Manager (WPRP - Capital Restoration Project Implementation Unit)

An Equal Opportunity Employer

ANNOUNCEMENT: 05052R

SALARY: \$37.09 - \$66.22 Hourly
\$77,143.00 - \$137,746.00 Annually

OPENING DATE: 03/20/19

CLOSING DATE: 04/08/19 11:59 PM

POSITION DESCRIPTION:

This posting will be used to fill a Full-time, Permanent, Engineer Manager (WPRP - Capital Restoration Project Implementation Unit) position in the Watershed Protection and Restoration Program (WPRP) Division in the Department of Public Works, Bureau of Engineering.

This position involves supervisory professional engineering and program management work, including oversight of some staff within the Capital Restoration Project Implementation Unit and is responsible for ensuring all program elements related to the contract administration, budget management, community outreach, design, permitting, coordination, and construction of the environmental restoration projects associated with the WPRP are executed successfully.

NATURE AND VARIETY OF WORK

This position is responsible for overseeing the environmental restoration implementation program within the WPRP Capital Restoration Project Implementation Unit and ensuring that the implementation of those projects is accomplished in a timely and cost effective fashion. Work involves responsibility for planning, organizing, and directing the work of engineers, and technical and office support staff. Engineering projects include such areas as: stormwater management BMPs; stormwater ponds; stream restoration; storm drain outfall restoration; and the design and construction of storm drains and culverts. The complexity of work requires ensuring projects meet time schedules; budgeted appropriations; water quality goals; quality standards and customer satisfaction; code and permit requirements; performance standards for contractual personnel and managing staff personnel.

Work requires extensive knowledge of environmental engineering principles and practices, and keeping informed on the latest technological and operational advancements in the stormwater engineering area. Work is performed with considerable independence and minimum guidance from a higher level supervisor, in making technical and personnel decisions and is performed in accordance with departmental policies and objectives and professional standards. The work will at times require physical effort and exposure to the outside in visiting potential project sites and capital project work sites. Work is evaluated for its timeliness, thoroughness, quality, and effectiveness in managing staff and contractual personnel as well as its success in helping to achieve the Program's water quality goals.

EXAMPLES OF DUTIES AND KNOWLEDGE, SKILLS AND ABILITIES:

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(Note: The duties and responsibilities enumerated in this class specification are for the purpose of determining a common set of minimum qualifications and salary level for all positions in this class. They are not intended to include all of the essential job functions of all positions in the class.)

Plan, coordinate, and oversee the work and activities of the design and construction of environmental restoration projects.

Oversee and coordinate the work of contractual engineers and architects, construction managers, and inspectors engaged in capital projects involving environmental restoration initiatives.

Maintain considerable contact with County officials, community representatives, contractual engineer and design personnel, and other government agencies in development and implementation of capital projects and engineer programs.

Maintain frequent contacts with engineering/architect firms to ensure capital projects meet contract requirements on costs, structure, project design, engineering, architectural plans, schedule, and work.

Provide oversight in the review of County codes/specifications relating to capital improvement projects.

Supervise the work of engineers assigned to capital improvement projects and engineering programs relating to project design, engineering, architectural plans, and specifications for capital improvements projects to include changes, modifications, and additions.

Oversee the inspection of all construction through each phase, provide guidance concerning construction materials, change orders, requisitions, schedules, and any changes to be made by the architects and engineers to upgrade efficiency and maintenance of materials, machinery, or equipment.

Work closely with staff from other departments and outside agencies to ensure an effective working relationship in administering capital improvement projects.

Provide technical engineer support to develop new policies and procedures for new products, methods, and specifications used in capital projects.

Make presentations to community leaders, elected officials, and management on capital projects as they relate to the scope, cost, schedule, environmental impact and citizen concerns.

Maintain records for capital improvement programs in the form of contract files on project budgets and financial activities, procurement services, invoices and payments, bonding, project schedules, technical documents, permit applications, contract specifications, and correspondence.

Review pending and approved legislation and evaluates for programmatic impact.

Assist the WPRP Administrator in drafting, presenting and defending legislation as required to the County Administration and County Council as required.

Perform related duties as assigned by the WPRP Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in leading assigned employees, providing instruction, and reviewing their work.

Extensive knowledge of the principles, practices, and techniques of program development, implementation, and evaluation.

Knowledge of the general principles of procurement, contract management, and personnel administration, as required.

Knowledge of stormwater management laws, rules and regulations in Maryland, including the Chesapeake Bay TMDL.

Proficiency in development site plan review and interpretation of GIS layers such as impervious surface, parcel map and aerial photography.

Ability to successfully plan and coordinate the full range of digital mapping and map production to provide Stormwater Remediation Fee support.

Ability to prepare, interpret, and evaluate program proposals and modifications, and impacts to existing Stormwater Remediation Fee program.

Ability to communicate effectively, both orally and in writing.

Ability to deal tactfully, effectively, and equitably with people.

Ability to attend meetings or perform work at locations outside the office, if necessary.

MINIMUM QUALIFICATIONS:

A bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field; two (2) or more years of administrative and lead, advanced, or supervisory work experience; state registration as a professional engineer; and a valid non-commercial Class C motor vehicle operator's license.

SUPPLEMENTAL QUALIFICATIONS:

Preference will be given to candidates with the following:

- 1.) Demonstrated experience in managing a capital improvement program involving environmental projects such as stormwater management, stream restoration, dredging, watershed retrofitting and permitting.
- 2.) Demonstrated regulatory knowledge and experience in the design and construction of the types of projects related to this position.
- 3.) Demonstrated experience managing large-scale environmental restoration projects from conception to construction.
- 4.) Demonstrated knowledge and experience with stream restoration, stormwater runoff and stormwater management techniques.
- 5.) Experience supervising multiple staff members.
- 6.) Working knowledge of NPDES MS4 Permits.
- 7.) Implementing Quality Assurance and Quality Control measures related to the responsibilities of this position.
- 8.) Proficiency using Microsoft Office Software to include: Excel, Access, Word and PowerPoint.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.aacounty.org/Personnel/Index.cfm>

Position #05052R
ENGINEER MANAGER (WPRP - CAPITAL RESTORATION PROJECT
IMPLEMENTATION UNIT)
CP

Heritage Complex
2660 Riva Road, First Floor
Annapolis, MD 21401
(410) 222-7595

recruiter@aacounty.org

Engineer Manager (WPRP - Capital Restoration Project Implementation Unit) Supplemental Questionnaire

- * 1. The supplemental questions are a very important first step in our screening process. Therefore, you are required to accurately and completely respond to each question by providing the information asked in each question. Your responses will be used to initially determine your qualifications and eligibility for this position. DO NOT INDICATE "SEE RESUME" OR CUT AND PASTE YOUR RESUME IN RESPONSE TO THE SUPPLEMENTAL QUESTIONS. This response and a lack of detail and explanation in the supplemental questions and in your application may result in failure or disqualification for this position. THIS MEANS YOU MAY BE INELIGIBLE FOR FURTHER CONSIDERATION IN THIS RECRUITMENT PROCESS. Please check "yes" to show that you have read and understand this statement.
- Yes No
- * 2. Do you hold a bachelor's degree from an accredited four-year college or university with a degree in engineering or a related field?

Yes No

- * 3. If you answered yes, please list your degree type and major course work.

- * 4. Do you possess State registration as a professional engineer?
 Yes No

- * 5. If you possess State registration as a professional engineer, please provide the State, registration number and expiration date

- * 6. Do you possess two (2) or more years administrative and lead, advanced, or supervisory work experience?
 Yes No

- * 7. Please describe how you possess two (2) or more years administrative and lead, advanced, or supervisory work experience. Please include employers, positions held, duties performed and dates/length of employment.

- * 8. Do you possess experience in managing a capital improvement program involving environmental projects such as stream restoration, stormwater management, watershed retrofitting, dredging, and permitting?
 Yes No

- * 9. Please describe how you possess experience in managing a capital improvement program involving environmental projects such as stream restoration, stormwater management, watershed retrofitting, dredging, and permitting. Please indicate employers, positions held, duties performed and dates/length of employment.

- * 10. Do you possess regulatory knowledge and experience in the design and construction of the types of projects related to this position?
 Yes No

- * 11. Please describe how you possess regulatory knowledge and experience in the design and construction of the types of projects related to this position. Please give specific examples and include employers, positions held, duties performed and dates/length of employment.

- * 12. Do you have demonstrated experience managing large-scale environmental restoration projects from conception to construction?
 Yes No

- * 13. Please describe how you possess demonstrated experience managing large-scale environmental restoration projects from conception to construction. Please indicate employers, positions held, duties performed and dates/length of employment.

- * 14. Do you possess demonstrated knowledge and experience with stream restoration, stormwater runoff and stormwater management techniques?

Yes No

* 15. Please describe you possess demonstrated knowledge and experience with stream restoration, stormwater runoff and stormwater management techniques. Please give specific examples and include employers, positions held, duties performed and dates/length of employment.

* 16. Do you possess a valid non-commercial Class C motor vehicle operator's license?

Yes No

* 17. Do you possess experience supervising multiple staff members?

Yes No

* 18. Please detail how you possess experience supervising multiple staff members. Please give specific examples and include employers, positions held, duties performed and dates/length of employment.

* 19. Do you have working knowledge of NPDES MS4 Permits?

Yes No

* 20. Please detail how you possess working knowledge of NPDES MS4 Permits. Please indicate employers, positions held, duties performed and dates/length of employment.

* 21. Do you possess experience implementing Quality Assurance and Quality Control measures related to the responsibilities of this position?

Yes No

* 22. Please detail how you possess experience implementing Quality Assurance and Quality Control measures related to the responsibilities of this position. Please give specific examples and include employers, positions held, duties performed and dates/length of employment.

* 23. What is your skill level in Word?

- No knowledge
- Beginner
- Intermediate
- Expert

* 24. What is your skill level in Excel?

- No knowledge
- Beginner
- Intermediate
- Expert

* 25. What is your skill level in Powerpoint?

- No knowledge
- Beginner
- Intermediate
- Expert

* 26. What is your skill level in Access?

- No knowledge

- Beginner
- Intermediate
- Expert

* Required Question