

GENERAL DESCRIPTION OF CLASS

The FACILITIES ENGINEER SUPERVISOR supervises professional, technical, and support staff in an engineering section or a major unit of an engineering section. The Facilities Engineer Supervisor also applies a wide range of advanced engineering principles, methods, and theories to design and develop system-wide projects involving multiple facilities. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Supervision

Reviews applicant's credentials, interviews, and hires or recommends hiring staff. Plans, assigns, and reviews work of staff. Evaluates employee performance, disciplines and rewards employees, and resolves personnel problems, complaints, and grievances. Assesses training needs of staff and arranges for or provides instruction. Counsels employees in work related activities, personal growth, and career development.

2. Unit Administration

Advises administration on construction feasibility, economy, capability and standards. Identifies operations and maintenance needs or capital investment projects. Recommends improvements to existing facilities and consults with other department staff about developing new facilities. Reviews staff reports or investigates and prepares reports on complex engineering design, feasibility studies, and investigations.

Works with administrative staff to obtain funds for engineering projects and studies. Develops project ideas. Participates in selecting consultants, reviews and approves consultants' designs and administers contracts for project implementation and final inspections. Sets project priorities, approves all drawings and specifications prior to release, and tracks and monitors unit budget. Maintains records and writes reports about program status.

Assists supervisor to project budgetary needs for organization. Acts as liaison with other agencies to exchange information. Assigns projects to staff, based on difficulty of the project and the skill level of the employee. Gives technical advice and assistance to staff. Coordinates activities within the work unit and the technical and administrative aspects of projects with other units within the department, and with other organizations.

3. Project Design

Develops and designs system-wide projects requiring difficult engineering computations, complex cost and material estimates, and evaluation of complicated engineering data. Prepares final drawings, specifications, and cost estimates. Oversees and instructs designers, drafters, and other staff

working on the project. Writes reports outlining project goals and cost estimates. Presents design package to client and answers questions concerning project.

Consults with shop managers, contractors and vendors regarding project design, compliance with specifications, and other questions or problems during implementation. Inspects finished project for compliance with specifications and design.

4. Construction Supervisor

Takes responsibility for all facility construction contracts at the agency and ensures completion according to contract plans, specifications, and schedules. Inspects construction during implementation. Reviews and recommends disposition of progress and final payment requests. Coordinates and approves design changes during implementation. Ensures that all warranty work is done.

RELATIONSHIPS WITH OTHERS

The Facilities Engineer Supervisor meets regularly with other managers and supervisors of the department and agency to discuss programs, policies, procedures, and management concerns. The Facilities Engineer Supervisor has daily contact with shop managers, purchasing agents, vendors, contractors and engineering consultants to exchange information to ensure timely and accurate project completion, and with client or client representatives as needed during project design and implementation to keep them informed on the project's status. The Facilities Engineer Supervisor has contact with city, county, and State agencies and professional organizations to exchange information and obtain permits.

SUPERVISION RECEIVED

The Facilities Engineer Supervisor receives general supervision from an administrative superior. Work is reviewed through periodic meetings to discuss program concerns, project status, and policy decisions. The Facilities Engineer Supervisor follows State and Federal laws, uniform building codes, city and county regulations and ordinances, engineering manuals, and administrative policies and procedures. Agency administrative policies and procedures, personnel guidelines, affirmative action goals and practices, and collective bargaining agreements are followed for supervisory functions of the job.

SUPERVISION EXERCISED

The Facilities Engineer Supervisor directly supervises a unit of professional engineers, designers, drafters, and inspectors. Subordinates receive general supervision through staff meetings, and review and approval of project plans.

GENERAL INFORMATION

The Facilities Engineer Supervisor must be willing to occasionally bend, stoop, and climb ladders to inspect projects and work sites and to occasionally travel throughout the State.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of engineering principles, theory, and equipment.
 Extensive knowledge of Federal and State laws, building codes, and city and county regulations concerning facility construction.
 Extensive knowledge of engineering mathematics.
 Extensive knowledge of how to use and apply engineering reference manuals, and building codes.
 Extensive knowledge of building materials.
 General knowledge of project analysis methods.
 Basic knowledge of administrative policies and procedures, personnel rules and guidelines, affirmative action goals and practices, and collective bargaining agreements.
 Basic knowledge of obtaining funding for projects.

Skill in interpreting and applying laws, codes, and regulations to design engineering projects.
 Skill in collecting, compiling, analyzing, and interpreting data and statistics and applying engineering formulas to design projects of a system-wide nature.
 Skill in preparing project cost estimates, specifications, and plans.
 Skill in managing a construction contract, performing inspections, and authorizing payments.
 Skill in preparing engineering studies.
 Skill in drawing plans and writing specifications.
 Skill in reading and interpreting plans and specifications.
 Skill in writing technical reports.
 Skill in presenting ideas in a direct, understandable language to a variety of personnel.
 Skill in performing final project inspections.
 Skill in effectively representing the department to outside organizations.
 Skill in communicating verbally and in writing with people of differing technical backgrounds.
 Skill in making effective oral presentations of technical subject matter.
 Skill in evaluating and implementing ideas and procedures.
 Skill in using computer technology to perform job duties (i.e., CADD, PC).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division