

PUBLIC WORKS DEVELOPMENT MANAGER 1-2

General Responsibilities:

This is professional engineering and /or project supervision work performed in the office and/or field in connection with the planning, scheduling, design management, permitting, sub-dividing of land, and developer contract management of a wide variety of privately constructed public works projects. Assignments are received from a higher level engineer or Supervisor and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to lower level staff; enforcement of Engineering review comments, and drafting and administration of Developer Agreements. The work is performed under the general direction and coordination of a Principal Engineer and occasionally involves the supervision of other staff.

Progression from the Public Works Development Manager 1 to the 2 depends on the incumbent taking on increased independence, responsibility, and judgment, and normally takes place after approximately 1 year.

Public Works Development Manager 1

This is journey-level professional engineering and /or project supervision work performed under the general direction and coordination of a Principal Engineer or Section Manager. Work occasionally involves the supervision of other staff.

Public Works Development Manager 2

This is advanced-level professional engineering and / or project supervision work performed under the general direction and coordination of a Principal Engineer or Section Head. Work regularly involves the supervision of other staff.

Examples of Duties and Responsibilities:

Public Works Development Manager 1

Manage the administration of private development review under the direction of the Principal Engineer in charge of the Development Program. Coordinate the review of all Plan Commission-review plans, including preliminary plans for proposed commercial and residential developments, rezonings, and subdivisions sent from the Department of Planning and Development. Initially review plans and route through all sections of the Engineering Division for review and comment. Organize and compile all comments, review for conflicting comments, reconcile conflicting comments with other Departments, and draft appropriate letters to Plan Commission stating the conditions of approval. Work directly with applicants for compliance or satisfaction of the review conditions.

Draft contracts between the City and Private Developers. Manage the administration of private contracts under the direction of the Principal Engineer in charge of the Development

Program. Monitor that surety is maintained appropriately. Develop and evaluate an automated system to generate correspondence regarding sureties. Facilitate the finalization of developer contractual obligations and help resolve issues that are preventing finalization.

Track and manage the final approval process for private plans and private developments, including final verification for compliance with City Engineering Division comments, conditions and final verification as part of the Subdivision Plat signoff process and Certified Survey Map signoff process.

Meet as required with the Principal Engineer in charge of the Development Program, other City staff, developers, applicants, attorneys, consultants, and elected officials to review and resolve issues associated with development proposals. Set up and attend meetings between applicants/developers, consultants, elected officials, property owners and other agencies/stakeholders.

Maintain records on Impact Fees and coordinate collection and tracking of impact fee payments for the Engineering Division.

Present Development projects at the Board of Public Works (BPW) meetings and explain to the BPW the various aspects of the projects. Provide secondary staff support to the City Plan Commission, Urban Design Commission, Zoning Board of Appeals, and other policy advisory bodies, City boards and commissions on matters related to certain levels of engineering, planning and development work.

Maintain a dialog with private developers to help resolve issues related to private development with a goal of developing a mutually based partnership. Help developers to maintain their development schedule. Provide business assistance and one-stop shop services with Planning, Traffic Engineering, Zoning, Fire, businesses, Attorney, and other officials and customers.

Provide input to the Principal Engineer in Charge of the Development Program with regard to the development process, procedures and outcomes. Recommend system, policy, standards and/or procedural changes to make improvements and/or better resolve issues and problems. Maintain a data base regarding the cost of development within the City of Madison.

Design small public works projects as required.

Perform related work as required.

Public Works Development Manager 2

Perform all the work of the Public Works Development Manager 1 with a greater degree of skill and independence.

Independently manage the administration of private development review.

Provide leadership to Engineering Division staff with regard to the development process, procedures, and outcomes.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Public Works Development Manager 1

Working knowledge of the policies, practices, procedures and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of engineering, surveying, sub-dividing of land for development, all as related to Public Works Improvements. Working knowledge of the procedural aspects of the City's engineering, planning, permitting and development processes. Working knowledge and experience of applicable planning, land use, development and engineering and planning activities, principles, theories and practices. Working knowledge of surveying, sub-dividing of land, civil engineering design and construction principles, practices, materials, and inspection techniques. Working knowledge of the procedural aspects of municipal contracting and budgeting processes. Knowledge of standard civil engineering and/or traffic engineering nomenclature, mathematics, and fundamental principles, practices and techniques. Knowledge of drafting, surveying and engineering design practices and techniques. Ability to plan, coordinate and carry out ongoing program(s) or areas of responsibility. Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public. Ability to supervise lower level staff in the design and coordination of public works construction projects and / or land development. Skill in making and documenting engineering computations and cost estimates, and document them. Ability to exercise professional expertise and judgment in the resolution of engineering or land development problems. Ability to collect, analyze and compile data and prepare technical reports. Ability to communicate effectively both orally and in writing. Ability to speak before large groups, answer technical questions, and assist subordinates. Ability to develop and maintain effective relationships with supervisors, subordinates, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to follow oral and written instructions. Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to members of the general public. Ability to maintain adequate attendance.

Public Works Development Manager 2

Thorough knowledge of the policies, practices, procedures and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of engineering as related to Public Works Improvements. Thorough knowledge of the procedural aspects of the City's engineering, planning, permitting, sub-dividing of land, and development processes. Thorough knowledge and experience of applicable planning, land use, development and engineering and planning activities, principles, theories and practices. Thorough knowledge of civil engineering design and construction principles, practices, materials, and inspection techniques. Working knowledge of the procedural aspects of the City's contracting and budgeting processes. Knowledge of standard civil engineering and/or traffic engineering nomenclature, mathematics, and fundamental principles, practices and techniques. Knowledge of drafting, surveying and engineering design practices and techniques. Ability to plan, coordinate and carry out ongoing program(s) or areas of responsibility. Ability to interpret and explain engineering plans, specifications, plans,

certified survey maps, legal easements & agreements, and other technical documents and projects to subordinate staff, other agencies, and the public. Ability to supervise lower level staff in the design and coordination of public works construction projects for development and redevelopment. Skill in making and documenting engineering computations and cost estimates, and document them. Ability to exercise professional expertise and judgment in the resolution of engineering problems. Ability to collect, analyze and compile data and prepare technical reports. Ability to communicate effectively both orally and in writing. Ability to speak before large groups, answer technical questions, and assist subordinates. Ability to develop and maintain effective relationships with supervisors, subordinates, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to follow oral and written instructions. Ability to dispense technical information quickly, accurately and in a tactful and courteous manner over the telephone, in writing, and in person to members of the general public. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Public Works Development Manager 1

Two years of professional engineering, project supervision work, or project management work performed in the office or field, as related to Public Works Improvement Projects. Such experience would normally be obtained following graduation from an accredited college or university with a 4 year degree in engineering, construction management or a closely related field. Four years related experience along with a 2 year degree in a related field (Civil Tech, Surveying, Construction Management,) would be considered equivalent. Other combinations of training and / or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Public Works Development Manager 2

A minimum of one year of professional engineering, project supervision work, or project management work performed in the office or field, as related to Public Works Improvement Projects, including project management and leadership responsibilities equivalent to that gained at the Public Works Development Manager 1 level with the City of Madison. Such experience would normally be obtained following graduation from an accredited college or university with a 4 year degree in engineering, construction management or a closely related field, or a closely related 2 year degree and additional experience. Other combinations of training and / or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid Wisconsin driver's license or the ability to meet the transportation requirements of the position.

The incumbent may be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Physical Requirements:

The incumbent will be expected to travel to construction sites to inspect projects. The incumbent must be able to physically access all areas of the construction site and be able to take measurements in the field. Otherwise, work is performed in an office environment, using standard office equipment such as computer, telephone, copier, etc.

Department/Division	Class Title	Comp. Group	Range
Engineering	Public Works Development Manager 1	18	10
Engineering	Public Works Development Manager 2	18	12

Approved: _____
Brad Wirtz
Human Resources Director

Date