

ENGINEER, ADMINISTRATIVE

KIND OF WORK

Highly difficult and responsible professional engineering work in a specialized field of engineering.

NATURE AND PURPOSE

An employee in this class is responsible for directing a comprehensive technical engineering function of an agency's overall engineering program. The incumbent is responsible for making expert technical engineering decisions in the review, analysis and coordination of the activities of professional engineers and technical support staff in an assigned area of engineering responsibility, and for ensuring that programs and procedures are effectively and efficiently administered in accordance with established engineering standards. Extensive latitude is given the employee in directing assigned engineering activities within the framework of the rules and policies established. Supervision is received from a higher level engineer or administrator in the form of conferences and review of reports and recommendations in terms of overall effectiveness of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs the activities of a specific technical engineering program to ensure work is completed in a effective and timely manner.

Reviews and analyzes technical aspects of engineering proposals and plans to ensure consistency with established engineering standards.

Provides direction and technical advice to professional engineers and technical staff to ensure work conforms with the engineering standards and policies set forth by the department.

Reviews completed engineering projects or those in progress to ensure adherence to engineering standards and to the terms of the engineering agreements made.

Supervises and coordinates special studies, investigations, and surveys in assigned engineering area to determine current and long range needs and to recommend alternative courses of action in problem areas.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices of a specialized field of engineering.

Thorough knowledge of departmental programs, policies, and applicable state and federal regulations.

Thorough knowledge of the principles of effective supervision.

Ability to:

Coordinate and direct the technical aspects of a major engineering program.

Critically review and interpret complex technical reports.

Express ideas clearly and concisely, orally, and in writing, and to speak effectively in explaining an agency's program.

NECESSARY SPECIALIZED QUALIFICATIONS

Licensure with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) under the provisions of M.S. 326.02 – 326.15.

Est.: 4/70
Rev.: 7/75; 11/08
Ckd.: 9/92

T.C.:
Former Title(s):