

Engineering/Architectural Manager

DESCRIPTION OF WORK: Positions in this banded class manage an engineering or architect program. They are typically responsible for serving as a manager and/or program authority in an organization or major component of an organization. Positions in this class perform administrative duties such as planning, organizing and managing daily operations, ensuring quality assurance, managing human resource management functions, and staff development.

EXAMPLES OF COMPETENCIES: CONTRIBUTING

Knowledge- Professional: General knowledge of professional engineering/architect theory, techniques, practices and procedures; skills in applying this knowledge. Ability to apply general knowledge of local, state and federal regulations governing the area of work. Ability to apply general knowledge of supervisory practices and skill in supervising others, including communication skills, how to delegate and assign duties, manage expectations, deal effectively with difficult employees, and evaluate performance. May require ability to assist or conduct investigations and participate in disciplinary actions. General knowledge of state government's HR interview policies and procedures. General knowledge of applicable information technology, and the impact of work with other systems and programs. Ability to apply basic knowledge of strategic planning methodologies and practices.

Program Supervision and Administration: Ability to assess employee competencies and conducts/participates in performance management reviews. Coach and mentor staff. Ability to plan and assign work tasks. Motivate employees and develops team commitment towards meeting the operational goals and objectives. Ability to identify and address quality of work and performance improvement issues for the unit. Ability to develop plans for employees to gain necessary knowledge, skills, and abilities to successfully perform their duties.

JOURNEY

Knowledge- Professional: Considerable knowledge of professional engineering/architect theory, techniques, practices and procedures. Ability to apply considerable knowledge of local, state and federal regulations governing the area of work. Ability to apply considerable knowledge of supervisory practices and skill in supervising others, including communication skills, how to delegate and assign work, manage expectations, deal effectively with difficult employees, and evaluate performance. May assist or conduct investigations and participate in disciplinary actions. Working knowledge of state government's HR interview policies and procedures. Ability to apply considerable knowledge of applicable information technology, and the impact of work with other systems and programs. Ability to apply considerable knowledge of strategic planning methodologies and practices.

Program Supervision and Administration: Ability to coach and facilitate the enhancement of employee competencies as appropriate to the needs of the work

Critical Thinking: Ability to assess, plan, implement and evaluates work. Ability to establish expectations and clear directions for staff to meet the goals and objectives of the work unit. Ability to base judgments on facts and reasoning and insures that the work conducted is in compliance with local, state and federal regulations and standards. Ability to identify problems, report potential problems, and assess options.

Change Management: Ability to understand change management strategies and principles. Ability to communicate and implement new policies and procedures.

Communication: Ability to communicate with individual work units, organization, external customers, and the public on program elements and/or engineering/architect resources. Ability to update existing communications. Ability to disseminate information on changes in policies, procedures, and protocols. Ability to prepare and organize written reports according to documentation standards and requirements; may require ability to review written reports; ability to guide staff in providing appropriate documentation to support conclusions. Ability to acquire basic understanding of working relationships with co-workers and others in order to achieve work goals. May require ability to act as representative to the media.

Critical Thinking: Ability to independently assess, plan, implement and evaluate work. Ability to make staff assignments and delegate with guidance from policies, procedures and protocols. Ability to recognize problematic processes and procedures affecting operational or physical product. May require ability to offer recommendations for improvements.

Change Management: Ability to lead a transition from old to new programs at the unit level. Ability to participate in the development and implement administrative rules and policies.

Communication: Ability to communicate moderately complex programmatic information or engineering/architect considerations internal or external to the organization. May require ability to interpret fiscal rules and regulations internal to the organization. Ability to review and approve written reports, often of moderate complexity. Ability to ensure that fiscal rules and regulations are interpreted correctly. Ability to develop contacts and relationships with varied "players"

unit. Ability to manage resources effectively to provide for employee training and growth, to meet the operational goals and objectives. Ability to address quality monitoring and performance improvement issues for the unit or area of specialty. Ability to coordinate and/or develop career progression strategies for a unit or region. Ability to provide oversight of budget administration as it relates to a specific or multiple program(s).

ADVANCED

Knowledge- Professional: Knowledge of professional engineering/architect theory, techniques, practices and procedures; organizational structure, historical, budgetary and/or extraneous factors or implications; skills in applying this knowledge. Ability to apply thorough knowledge of local, state and federal regulations governing the area of work. Ability to apply thorough knowledge of supervisory practices and skill in supervising others, including communication skills, how to delegate and assign work, how to deal effectively with difficult employees, how to evaluate performance and to conduct investigations and participate in disciplinary actions. Ability to mentor new supervisors. Full knowledge of state government's HR interview policies and procedures. Thorough knowledge of management concerns (e.g. financial, organizational, and/or strategic objectives).

Program Supervision and Administration: Ability to mentor, coach and manage the total competencies of staff in multiple organizational units or region. Seek sources and opportunities for employee training and growth. Ability to direct the management of program and staff resources. Ability to involve employees in strategic planning and implementation and in the development of policies and procedures. Ability to develop strategies to improve quality of service, performance, and budgetary/operational efficiency for multiple units or region.

MINIMUM TRAINING AND EXPERIENCE:

Engineer Supervisor: Bachelor's degree in the engineering discipline related to the area of assignment and four years of related engineering experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Architect Supervisor: Bachelor's degree related to the area of assignment and four years of related experience; or equivalent combination of training and experience. Licensed to practice architecture or landscape architecture by the North Carolina Board of Architecture or the North Carolina Board of Landscape Architects. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.

in achieving division/organizational goals. May require ability to serve as primary representative to the media for engineering/architect information.

Critical Thinking: Ability to manage complex work situations. Ability to anticipate and remains alert to potentially problematic situations. Ability to resolve unusual problems. Ability to anticipate and develop solutions to unique problems and situations.

Change Management: Ability to lead the development and implementation of vision and mission statements. Ability to lead and direct the development and implementation of goals and objectives.

Communication: Ability to communicate major and/or complex situations and actions, internal and external to the organization. Ability to interpret rules and regulations internal and external to the organization; ability to serve as a technical resource in developing response to the media. Ability to document and report more complex or unique issues and effectively articulates written conclusions. Ability to ensure that fiscal rules and regulations are interpreted correctly, internal and external to the organization. Ability to develop and maintain professional working relationships in complex and/or difficult situations in order to achieve organizational goals. Ability to serve as primary representative to the media for engineering/architect information.