

Engineering/Architectural Supervisor

DESCRIPTION OF WORK: Positions in this banded class perform supervision of a component or multiple components of an engineering or architect program. They are typically responsible for serving as a supervisor and engineering/architect program authority in an organization, or component of an organization. Positions in this class may assist program leadership with administrative duties such as planning, organizing and managing daily operations, quality assurance, human resource management functions, and staff development. Positions in this class may provide technical expertise and supervision in the area of assignment.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING

Knowledge- Professional: General knowledge of professional engineering/architect theory, techniques, practices and procedures; skilled in applying this knowledge. Ability to apply general knowledge of local, state and federal rules/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 human resources policies and procedures, relevant to job duties. General knowledge of applicable information technology, and the impact of work with other systems and programs.

Program Supervision and Administration: Ability to assess employee competencies and participates in/may conduct performance management reviews. Coach and mentor staff in competency and career development. Ability to plan and assign work. Ability to implement operational goals and objectives for the work unit. Ability to address issues of employee performance and work quality. Ability to identify work process and procedural issues; may require ability to recommend improvements. Ability to review work to ensure compliance with standards and requirements; guides staff in providing appropriate documentation to support conclusions.

JOURNEY

Knowledge- Professional: Full knowledge of professional engineering/architect theory, techniques, practices and procedures; skilled in applying this knowledge. Ability to apply comprehensive/considerable knowledge of local, state and federal rules/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 require ability to assist or conduct investigations and participate in disciplinary actions. Ability to apply considerable knowledge of applicable information technology, and the impact of work with other systems and programs. Knowledge and ability to manage

Critical Thinking: Ability to make determinations based on facts. Ability to identify problems, reports potential problems, and assesses options. Ability to recommend solutions in less complex situations. Ability to evaluate work and/or determine compliance with local, state and federal rules/regulations and standards. Ability to identify problems, reports potential problems, and assesses options. Ability to identify risk impact on program policy and procedure issues. Ability to demonstrate the methodical and logical approach to addressing engineering/ architecture design needs.

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

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 standards and requirements; may require ability to review written reports; Ability to guide staff in providing appropriate documentation to support conclusions. Ability to understand working relationships with co-workers and others in order to achieve work goals. Ability to understand the perspectives and opinions of others internal and external to the program.

Critical Thinking: Ability to analyze moderately complex situations. Ability to recommend solutions and options; ability to alert leadership to impact on program. Ability to recognize problematic processes and procedures affecting operational or physical product. Ability to recommend response to a moderately complex situation based on application/determination of local state and federal rules/regulations and standards. May require ability to implement response to a situation based on interpretation of local, state and federal rules/regulations and standards. Ability to recommend modifications to program policy and procedures to minimize risk. Ability to weigh alternatives in addressing engineering/ architecture design issues considering the opinions, facts, and tangible/ intangible

budgets/contracts of limited scope and complexity including resources such as budget, personnel, and equipment within timelines.

Program Supervision and Administration: Ability to conduct performance management reviews. Ability to coach and facilitate the enhancement of employee competencies as appropriate to the needs of the work unit. Ability to define and implement operational goals and objectives for the work unit. Ability to manage resources effectively to provide for employee training and growth, to meet the operational goals and objectives. Ability to address work process and procedural issues for the unit or area of specialty. Ability to review and approve work, often of moderate complexity. May have approval authority. Ability to provide oversight of budget administration as it relates to area of assignment. Ability to ensure that fiscal rules and regulations are interpreted correctly.

ADVANCED

Knowledge- Professional: Thorough knowledge of and ability to interpret professional engineering/architect theory, techniques, practices and procedures, organizational structure, and/or extraneous factors or implications; skilled in applying this knowledge. Ability to apply thorough knowledge of and may interpret local, state and federal rules/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.

Program Supervision and Administration: Ability to manage the competencies of total staff. 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 in the area of assignment. Ability to develop strategies to improve quality of service, performance, and budgetary/operational efficiency. Ability to review and approve work often regarding more complex or unique issues. May have approval authority.

MINIMUM TRAINING AND EXPERIENCE:

Engineer Supervisor: Bachelor's degree in the engineering discipline related to the area of assignment and two 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 two 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.

factors.

Change Management: Ability to lead a transition from old to new programs at the unit level. May require ability to participate in the development and implementation of new rules, policies and/or procedures.

Communication: Ability to communicate moderately complex programmatic information or engineering/architect considerations internal or external to the organization. May require ability to interpret rules and regulations internal to the organization. May require ability to serve as a technical resource in developing response to the media. Ability to review and approve written reports, often of moderate complexity. Ability to ensure that rules and regulations are interpreted correctly. Ability to develop contacts and relationships with interested parties in achieving work goals.

Critical Thinking: Ability to manage complex work situations. Ability to anticipate potentially problematic situations; resolves unusual problems. Ability to develop solutions to unique problems and situations. Ability to implement response to a situation based on interpretation of local, state and federal rules/regulations and standards. Ability to ensure implementation of program policy and procedure changes to reduce risk. Ability to apply innovative solutions and/or engineering/architecture designs where appropriate.

Change Management: Ability to lead and direct the development and implementation of new rules, policies and/or procedures. May require ability to participate in the development and implementation of vision and mission statements.

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 review and approve more complex written reports or unique issues and ensures effective articulation of written conclusions. Ability to ensure that rules and regulations are interpreted correctly, internal and external to the organization.

Note: This applies only to Facility Management jobs at the contributing level:

Graduation from a technical college with a major in Construction Management Technology, Architectural Technology, Mechanical Engineering Technology, Civil Engineering Technology, Building Construction Technology or other related technical degree and four years of progressive experience in industrial or facilities maintenance and/or construction work including some supervisory experience; or five years of progressive experience in engineering related work including some supervisory experience; or an equivalent combination of education and experience.

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.