



ASSISTANT DIRECTOR OF ENGINEERING

Engineering Department

FLSA Exempt

JOB SUMMARY

Under the direct supervision of the Engineering Director, the Assistant Director of Engineering assists in development, directing, and managing professional engineering work involved in the planning, design, plan review, construction, and maintenance of Town infrastructure and other engineering functions for the Town.

ESSENTIAL FUNCTIONS

- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines, and completes employee performance appraisals; coordinates daily work activities; monitors status of work in progress and inspects completed work
- Consults with assigned staff, assists with complex/problem situations, and provides technical expertise
- Develops project plans; develops list of potential infrastructure improvement projects to be included in the capital investment plan; conducts assessments to determine project requirements; identifies and manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control and all other associated project management efforts needed to ensure that projects are on schedule and budget
- Develops and/or reviews preliminary and final plans and designs for any of the following projects: traffic and transportation, utilities, vertical construction, drainage and storm water run-off, hydrology and hydraulics, flood protection, grading and erosion control and related issues; develops plans and designs using CAD and other engineering/drafting tools; develops engineering specifications for project construction based on programming assessment, design concepts, fundamental engineering principles and approved development
- Supervises, directs and assists contractors and work crews; organizes, prioritizes and coordinates work activities; monitors status of work in progress; inspects completed work to ensure compliance with contracts in regard to cost, schedule, specifications, and quality of work; provides technical expertise and assistance with complex/problem situations
- Serves as project liaison to the public regarding project concerns; receives and responds to inquiries and complaints; research problems and initiates resolution of problems/complaints

- Represents the project internally for all Town concerns; consults with program coordinators or other officials to review status of projects, to review and resolve problems, to receive advice/directions and to provide recommendations; facilitates the coordination of project meetings, communications and work activities between key business units, project teams, government agencies and other participants; assists in resolving problems/conflicts between project participants; recommends solutions to problems and facilitates implementation
- Oversees the administrative aspects of projects; negotiates and monitors budgets and expenditures; updates project schedules and monitors progress in meeting established schedule; processes purchase orders, work orders and invoices; reviews project progress reports submitted by contractors; coordinates acquisition and/or maintenance of required permitting; schedules inspections to ensure compliance with all regulatory requirements; facilitates adherence to all reporting and documentation requirements; evaluates and monitors progress against performance and quality measurements
- Coordinates process for bidding and contracting of services of various project components in conjunctions with departmental or Town Procurement Officer; prepares Requests for Proposal (RFP) for services required to complete projects; prepares bid packages; conducts pre-bid and pre-constructions meetings; issues addendum to clarify questionable issues; participates in negotiations of scope of services and fees for professional service agreements; makes recommendations regarding selection of vendors and awarding contracts
- Oversees projects during design and construction phases; attends regular project progress meetings; works with consultants, contractors and work crews to resolve problems and initiate appropriate solutions; assists with field decisions and evaluates change orders as appropriate; prepares, reviews and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; facilitates project acceptance with other Town departments or government agencies
- Assists in developing and implementing departmental budget; monitors expenditures to ensure compliance with approved budget
- Prepares, compiles, or completes various forms, reports, correspondence, construction plans and specifications, engineering reports, contract documents, public relations documents or other documents
- Communicates with supervisor, Town employees and officials, builders, developers, surveyors, the general public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate
- Performs other duties as required

JOB CONTEXT

The Assistant Director of Engineering will perform tasks that require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. The typical work schedule is Monday - Friday 8:00 a.m. to 5:00 p.m.

WORK PERFORMANCE

The Assistant Director of Engineering is required to follow departmental expectations and adhere to all rules, regulations, policies, and procedures in the Town of Christiansburg Employee Handbook.

JOB REQUIREMENTS**EDUCATION**

- Bachelor's degree in Civil Engineering, Construction Management or related field; supplemented by considerable years of progressively responsible experience in civil engineering, construction, or project management or related field; or any equivalent combination of education, training, and experience
- Prior experience supervising, planning, scheduling, and analyzing manpower, materials, and equipment requirements

LICENSES AND CERTIFICATIONS

- Registration as a Professional Engineer in Virginia or other state preferred
- Valid Virginia driver's license with the ability to meet and maintain Town insurability requirements
- Certified under VDOT's Locally Administered Projects Qualification Program or ability to obtain certification within 6 months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to apply civil engineering principles and practices
- Knowledge of and the ability to apply design principles, techniques and tools used in the production of plans, specifications and reports
- Methods, materials, regulations and techniques used in the construction of utilities and land development
- Ability to understand and abide by Town Code, policies and procedures and Town construction standards
- Understanding of Commonwealth of Virginia procurement code
- Knowledge of Virginia Erosion and Sediment Control Regulations and Standards
- Knowledge of Virginia Stormwater Management Program regulations and standards
- Knowledge of Virginia Department of Health regulations
- Knowledge of DEQ' Sewage Collection and Treatment regulations

- Knowledge of VDOT's Locally Administered Projects Program
- Knowledge of the Town's Infrastructure (e.g., water, sewer, transportation and storm drain)
- Well-developed interpersonal skills with the ability to maintain professional and courteous relationships with the public, elected and appointed officials, Town management and staff, citizens and community organizations
- Proven management skills with the ability to manage day to day operations
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong organizational and time management skills with demonstrated ability to multitask and meet deadlines
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem solving and negotiation skills
- Ability to exercise sound and independent judgment within general policy guidelines

TOOLS AND EQUIPMENT

- Automobile/Passenger truck
- Cell phone
- Desktop computer/laptop
- Various office equipment and software applications

SAFETY

The employee shall adhere to Town of Christiansburg policies regarding safety precautions and the use of safety equipment that is necessary for the health and safety of all employees and citizens. If a safety concern arises, the employee must stop any life-threatening activity immediately and in other cases immediately inform the employee's supervisor.

DISCLAIMERS

The job description is:

- Intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and behaviors required of employees in this job title.
- Not an employment agreement or contract. Employment is at will only, and the Town of Christiansburg has the exclusive right to alter this job description at any time without notice.
- Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

The Town of Christiansburg is an Equal Opportunity Employer and E-Verify participant. In compliance with the Americans with Disabilities Act, the Town of Christiansburg will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time without notice.

REVISED 07/10/2025