

SCOPE OF SERVICES:

Chief Engineer, Unclassified

Scope of services to be provided by the employee, to serve as the department's Chief Engineer for the Highway Federal-Aid Program under the direct supervision of the Director of Public Works (DPW) and directs the daily operation of the Highway Division Engineering sections, Planning and Design, Construction Management and Inspection Administration, Traffic Engineering & Signal Maintenance/Inspection, and Right of Way. The scope of services may include, but are not limited to, the following:

- Plan, schedule, assign, manage, and supervise the work of professional and technical staff within the Horizontal Divisions of DPW. Administer the program and activities of the overall DPW Engineering functions.
- Perform engineering and /or supervise and seal plans and specifications for in-house and consultant completed design projects, including contract change orders during construction.
- Maintain liaisons with other departments in conceiving, planning, and executing engineering projects or programs.
- Review and approve DPW standard plans, specifications, other manuals, and guidelines required to maintain a functioning DPW Highway Engineering division.
- Develop and implement engineering standards, technical data, and procedures to serve as a guide for public and private engineers.
- Monitor and evaluate construction activities and ensure that designs conform and are executed according to acceptable standards.
- Monitor the progress of projects and /or programs through various stages; recommend or make modifications to the schedule or scope of work for projects to ensure compliance with statutory requirements and technical objectives.
- Attend coordination meetings (together with Project Engineer) with architects and/or engineers, using agencies and other interested parties for Government Projects as needed.
- Establish and maintain effective working relationships with other agencies, consultants and others.
- Review and approve Scope of Work, Plans and Specification preparations, estimates, and schedules for highway related projects. These will serve as reference for the

Contract Division upon consideration of any issuance of Invitations for Bid and Requests for Proposal documents.

- Oversee the review of Design-Build Project Plans/Specifications and other related submittals. Review and approve all professional services and construction contracts including task orders, amendments, contract change orders, supplemental agreements and addenda related to highway projects.
- Perform final review, as required, of submittals and payments for compliance with all contract documents and federal/local requirements.
- Originate new concepts, methods, and techniques for research planning, technical forecasting, and resource allocation.
- Work closely with the Highways Federal Program Administrator on Federal-Aid program planning. Review and approve Fiscal Year budgets for the engineering and right of way sections.
- Assist the Director in responding to inquiries and grievances.
- Perform other related duties as needed, required, or assigned by the Director of DPW.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of principles and practices of civil, electrical, traffic, or environmental engineering;
- Knowledge of purpose, organization, policies, rules and regulations and laws affecting the civil engineering division;
- Ability to administer the programs and activities of an engineering division;
- Ability to make decisions in accordance with appropriate program guidelines;
- Ability to evaluate operational effectiveness in order to recommend and/or implement changes to the organization and its policies and procedures for improved effectiveness;
- Ability to work effectively with the public and personnel;
- Ability to communicate effectively, orally and in writing;
- Ability to prepare reports and maintain records.

MINIMUM EXPERIENCE AND TRAINING

- Registered Professional Engineer (PE) in the field of Civil Engineering for at least ten (10) years in one of the states or Territories of the United States.

- A minimum of five (5) years of experience in a leadership capacity in the administration of a complex and diversified engineering program, demonstrating a high degree of creative foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities.
- A minimum of ten (10) years of continuous and progressive experience in highway construction and design and program management; knowledge of traffic and electrical engineering.
- Graduation from an accredited United States college or university or equivalent with a Bachelor's degree in Civil Engineering.

REQUIRED QUALIFICATION

The Guam Board of Registration for Professional Engineers Architects and Land Surveyors (PEALS) statute §32126. Exemption Clause states that engineers hired as Chief Engineer for a government entity may be granted a one (1) year temporary license from the date of hire. Prior to the expiration of this temporary license the individual must submit an application for a regular or permanent registration to practice engineering, if otherwise qualified, in order to continue to serve as Chief Engineer.