

## **Director of Engineering Department**

Jefferson Parish, Louisiana, which is located in the culturally rich New Orleans Metropolitan area with a population of approximately 450,000 residents is seeking a dynamic, highly motivated leader who can work effectively and collaboratively with the Parish Administration, Public Works Departments, consultants, as well as other governmental agencies and Local, State and Federal public officials. The Director of Engineering oversees the road & bridges design and inspection divisions, the traffic engineering division, the utility (water, sewer, drainage) design and inspection divisions, the survey division, the SCADA division, the street lighting division, and the public works warehouse division, consisting of approximately 135 employees. The Director's duties and responsibilities include, but are not limited to the following:

1. Establishes policies, procedures and guidelines for the department; reviews engineering proposals.
2. Directs department activities and supervises operations through division directors and supervisory staff; delegates responsibilities; assigns tasks and projects.
3. Hires and trains personnel, assigns tasks and projects; monitors field work; evaluates employee work performance; approves salary increases, disciplines/discharge, transfers and promotes employees.
4. Manages staff, including scheduling and work assignments; leave approval; interviewing and selection; performance evaluations, enforcement of work rules.
5. Responsible for engineering design, construction supervision and project management of all projects under the jurisdiction of the public works department.
6. Responsible for construction supervision of all water, sewerage, streets and drainage infrastructure installation and all such facilities accepted for maintenance by the Parish from private developments.
7. Responsible for traffic engineering and the associated design and maintenance of signals, signs and markings.
8. Responsible for street lighting with associated design, operation and maintenance.
9. Responsible for planning major street and bridge capital improvement projects.
10. Responsible for SCADA (Supervisory Control and Automated Data Acquisition) system design and maintenance.
11. Advises other Parish departments regarding technical matters and provides engineering services.
12. Reviews and approves a variety of documents, i.e., invoices, engineering drawings, construction specifications, legal documents, construction change orders, agreements, permit applications.
13. Responsible for public works warehouse facility operations and maintenance.

### **MISCELLANEOUS INFORMATION**

There shall be a Director of Engineering who shall be appointed by the Parish President with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

### **SALARY RANGE**

Jefferson Parish offers competitive salaries, excellent fringe benefits and a generous retirement package. The salary range for the position is \$79,309-\$123,034. Starting salary will be commensurate with education and experience.

### **QUALIFICATION REQUIREMENTS**

#### **Minimum qualifications**

- (1) A four-year degree in engineering and active registration as a professional engineer in the State;
  - (2) Ten (10) years' experience in engineering; and
  - (3) Three (3) years' experience in local government operations or consulting work.
- Louisiana motor vehicle operator's license required.

#### **Preferred Requirements**

Bachelor's Degree in Civil Engineering or related field; supplemented by fifteen (15) years of civil engineering experience, with ten (10) years' experience as a Professional Civil Engineer and current license in the State of Louisiana.

The successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

Interested qualified candidates please forward resume and salary expectation to:

[JPHumanResources@jeffparish.net](mailto:JPHumanResources@jeffparish.net)

**Attn: Ms. Nicole C. Thompson, Director**  
**Department of Human Resource Management**  
**1221 Elmwood Park Boulevard, Suite 517**  
**Jefferson, LA 70123**  
**Fax- (504) 736-6125**

For additional information about Jefferson Parish, tour the Parish's website at [www.jeffparish.net](http://www.jeffparish.net).

**Jefferson Parish is an Equal Opportunity Employer.**