



# SUCCESSION PLANNING PROGRAM POSITION EVALUATION FORM

**INSTRUCTIONS TO DEPARTMENT DIRECTORS:** Please complete a Position Evaluation Form for each position in your department for which a succession plan is to be developed. With input from the incumbent and other key staff, indicate the competencies that a successor must possess in order to function effectively in the position. Please feel free to attach additional sheets if needed.

Title of Position Engineer 4		Reports to (Title) Senior Professional Engineer	
Name of Incumbent		Grade N/A	Exec. Benefits N/A
Department Public Works Department		Division Highway Division	
Comments The position of ADA Coordinator is required as indicated in Admin. Order 10-10, Item # 5 to comply with American with Disabilities Act, Dept/Justice-ADA (1023)			

Will the position continue to exist after the departure of the incumbent?..... Yes  No   
 If yes, when do you anticipate the position will become vacant?.....Date: (mm/year):  
 12/2016

**MINIMUM QUALIFICATIONS:** Please list the minimum qualifications required for this position.

Bachelor's degree in Engineering and seven years of engineering experience are required. A State of Florida Professional Engineer license or Bachelor's degree in Engineering Technology awarded or having been enrolled prior to July 1, 1979 and proof of having passed the fundamental test for the State of Florida Professional Engineer license may substitute for the required education.

**TECHNICAL COMPETENCIES:** Please list the key technical competencies/requirements needed for this position (e.g., knowledge of GASB statement no. 34, integrated marketing experience, knowledge of County geography, general contractor designation). Again, please attach additional sheets as needed.

Identify, test and issue list of approved manufacturers' detectable warning signals to Contracts and Specifications. Monitor performance of installed DWS units.

Cooperation with PWD Project Managers and with contractors regarding ADA construction issues.

Knowledge of Federal, State and local regulations and guidelines:  
DOJ 28 CFR Parts 35 and 36, American with Disabilities Act, (ADA)  
ADAAG and PROWAG Title II Guidelines  
FDOT Indexes 304, 310 and 515  
M-D Administrative Order 10-10  
M-D PWD Standard Details  
Attend yearly ADA seminars  
Provide ADA technical information to other Divisions and/or Departments.

Maintain progressive knowledge of available yearly funds to implement ADA sidewalk improvements among all 13 districts.

Respond to citizens, companies and County Commissioners both verbally and in writing regarding complaints on ADA-related accessibility issues.

Knowledge of County geography.

**GENERAL COMPETENCIES:** Please indicate key knowledge, skills, experiences and abilities needed for the position above and beyond the minimum job qualifications. Add additional competencies as necessary. If a competency applies, please rate

1 = Somewhat Necessary    2 = Necessary    3 = Very Necessary    4 = Absolutely Essential

COMPETENCY	RATING	COMPETENCY	RATING	COMPETENCY	RATING
Adaptability	4	Developing Others	3	Political Savvy	2
Business Acumen & Entrepreneurship	2	Diversity Awareness & Management	4	Problem Solving & Technical Credibility	4
Communication	4	Ethics, Integrity, & Honesty	4	Service Motivation & External Awareness	4
Continual Learning	4	Influencing & Negotiating	2	Strategic Thinking	4
Customer Service	4	Performance Management & Results-Oriented	4	Teamwork & Group Leadership	4
Decisiveness	4				
Completed by: Julio A. Martinez				Date 7/15/2009	

Please forward your completed form to the Compensation Section, Human Resources Department, for review and approval. Forms can be sent via fax to (305) 375-5768, via email to [spcompensation@miamidade.gov](mailto:spcompensation@miamidade.gov), or via interoffice mail to 111 NW 1st Street, 20th Floor, Suite 2020. For assistance in completing this form, please call the Compensation Section at (305) 375-3774. Thank you.