

CITY ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the administrative direction of the Public Works Director, to plan, manage, oversee, and direct the operations and services of the Engineering Division, which includes technical engineering services, general administration, development and evaluation of public facilities and engineering programs; to oversee, and manage land development services, traffic engineering, and the implementation of capital improvement projects; to perform the most complex and difficult work of staff responsible for providing the Division's services to the City; to manage projects and contracts; to perform research, administrative and technical activities necessary to achieve objectives; to coordinate assigned activities with other divisions, departments and outside agencies; to provide highly responsible and complex administrative support to the Director of Public Works; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a professional level "at-will" classification serving as a division head within the Public Works Department. The incumbent exercises managerial leadership in the oversight of the Division's activities and in effectively managing land development services, traffic engineering, and the implementation of capital improvement projects. The application of professional knowledge and skills is required in the research, analysis, planning, and implementation of effective engineering programs, and requires frequent use of independent judgment. The work frequently requires attending meetings and hearings, and making presentations to City Council, business and community groups. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises general supervision over management, supervisory, professional, technical, and clerical staff, as assigned.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

All Assignments:

1. Assumes management responsibility for assigned services and activities of the Engineering Division; plans, prioritizes, assigns, supervises, reviews and participates in the work of staff and/or consultants responsible for providing professional engineering services in the design and construction of public works projects including streets, parks, facilities, and water/wastewater facilities.
2. Serves as City Engineer and technical advisor to the Public Works Director, City Manager, City Council and department heads concerning public facilities, engineering proposals, and programs.

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3. Develops, implements, and maintains Engineering Division goals, objectives, policies, and priorities for appropriate service areas; ensures that established goals and priorities are achieved; and recommends and administers policies and procedures.
4. Establishes schedules and methods for providing engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division policy, appropriate service and staffing levels.
6. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, material, and supplies; monitors and approves expenditures; implements adjustments.
9. Prepares and/or reviews professional civil engineering designs for assigned projects utilizing a variety of computer software programs; performs detailed calculations and computations; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
10. Reviews and approves changes to approved plans and specifications; processes a variety of permits.
11. Exercises professional engineering judgment in accordance with currently accepted practice of civil engineering and appropriate laws and codes.
12. Serves as project manager on complex engineering studies and projects; administers construction and professional services contracts; monitors project budget, inspects work in progress and conducts final inspections to accept completed work; ensures compliance with contractual obligations; reviews and approves change orders; approves progress and final payments; ensures compliance with applicable codes and regulations; provides resolutions to construction problems.
13. Oversees the bidding process for capital projects including receiving applications, awarding contracts, issuing notices as assigned, and preparing staff reports for Council action.
14. Reviews land development plans, subdivision maps and grading plans for compliance with applicable laws, codes and regulations as assigned.
15. Assists construction inspectors in the interpretation of plans, specifications and other contract documents as assigned.

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16. Prepares engineering specifications, costs and quantity estimates for utility related projects; obtains required easements or permits for water and sewer system construction and utility structures as assigned.
17. Performs field reviews of proposed construction site, obtains measurements and creates plans for construction as assigned.
18. Plans and supervises the collection, analysis and reporting of various traffic engineering studies.
19. Attends and participates in community meetings regarding the impact of proposed construction as assigned; responds to citizen complaints.
20. Provides staff support to the Public Works Director; attends meetings of a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
21. Attends and participates in professional group meetings; stays current on new trends and innovations in the field of civil engineering.
22. Provides responsible staff assistance to the Public Works Director.
23. Confers with the Public Works Director, City Manager, department heads, outside agencies, and engineers on policies, programs, procedures, and long-range capital improvement programs.
24. Plans, directs, and reviews the construction, operation and maintenance and maintenance of the City's traffic control systems, streets, electric, sanitation, and recycling facilities and equipment.
25. Presents, justifies, and defends engineering programs, operations, and activities; negotiates and resolves controversial engineering issues.
26. Serves as a resource for departmental personnel, City staff, and other organizations; coordinates pertinent information, resource and work team necessary to support a positive and productive environment.
27. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
28. Monitors professional service contracts in a variety of project assignments; works with other City departments and divisions on joint or related activities.
29. Attends and participates in professional group meetings; stays current on new trends and innovations in Engineering.
30. Researches, recommends, and implements new technologies to improve customer service.
31. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
32. Performs related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of effective administrative management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of administration of an engineering program including land development, traffic engineering, and capital improvement project administration.
- Principles of civil engineering including design, construction techniques, and plan specifications.
- Principles and management practices as applied to municipal facilities, public services, and projects.
- Methods and techniques of engineering project management.
- Principles and practices of construction surveying.
- Principles and practices of civil and traffic engineering.
- Principles and practices of contract administration.
- Terminology, methods, practices, and techniques used in technical civil engineering report preparation.
- Technical, legal, financial, and public relations problems involved in the conduct of the municipal public facilities and engineering programs.
- Common legal descriptions and procedures for the acquisition of real property.
- Federal, State, and local ordinances, policies, and procedures related to engineering, construction management, and plan checking.
- Modern office procedures, methods and equipment including computers and applicable word processing and spreadsheet applications.
- Proper English, spelling, and grammar.
- Complex principles of mathematics as applied to engineering work.
- Occupational hazards and standard safety practices.
- Methods and techniques for record keeping.

Ability to:

- Prepare, plan, organize, and administer assigned program area.
- Participate in the development and administration of division goals, objectives, and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Perform professional engineering duties in support of a comprehensive public works engineering and construction program including streets, traffic, water and utilities.
- Manage and coordinate multiple large and complex engineering projects.
- Ensure project compliance with appropriate Federal, State and local rules, laws and regulations.
- Coordinate phases of construction projects and prepare progress reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare, review, and approve comprehensive reports, contracts, plans specifications, and estimates for pertinent projects.
- Perform technical research and solve complex engineering problems.
- Prepare and maintain technical civil engineering records and prepare comprehensive reports.
- Compile rough technical data and prepare statistical and narrative reports from field studies.
- Develop, review and modify civil engineering plans, designs, and specifications.

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- Exercise professional engineering judgment to achieve results consistent with objectives.
- Identify and respond to community and City Council issues, concerns, and needs.
- Interpret and explain City policies and procedures.
- Represent the City effectively in professional relationships with business leaders, elected officials, and others.
- Work independently and exercise considerable independent judgment in resolving issues.
- Gather and analyze a variety of complex data.
- Communicate clearly and concisely, orally and in writing.
- Foster a spirit of teamwork and cooperation with City staff and appropriate organizations.
- Select and supervise division staff.
- Effectively plan, assign, and evaluate the work of others.
- Negotiate and manage contracts with consultants.
- Utilize personal computer to perform word processing and spreadsheet functions.
- Respond to requests and inquiries from the general public and provide excellent customer service.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare and administer program budgets.
- Collect and analyze data related to program performance, using spreadsheet software.
- Work weekends, evenings, and attend special events as required.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional level engineering experience involving program development experience and/or project management experience, including two years at a supervisory or senior level.

Training:

A Bachelor's degree in public administration, business administration, civil or mechanical engineering, or a closely related field. A Master's degree in a related field is highly desirable.

Licenses and Certifications

Registration as a professional Civil Engineer in the State of California. Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. The position may occasionally be in the field on construction sites where there will be limited exposure to noise, dust, grease, smoke, fumes, and traffic; and/or exposure to inclement weather conditions including heat, cold, and rain.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is occasionally required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

CAREER PROGRESSION

FROM: City Engineer

TO: Director of Public Works

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