

**CITY ENGINEER**

**DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for the engineering functions and activities of the Public Works Department, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works Director and others in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Public Works Director. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a division manager classification in the Public Works Department. The incumbent oversees, directs, and participates in all engineering activities and programs of the Public Works Department, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering, and is responsible for providing professional-level support to the Public Works Director in a variety of areas. Assists in short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating engineering division work with that of other City departments and public agencies. Responsibilities include performing and directing many of the engineering division's day-to-day administrative functions. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all public works functions and for developing, implementing, and interpreting public policy.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes management responsibility for all City engineering functions and activities, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Engineering Division of Public Works annual budget; directs the forecast of additional funds needed for staffing,

equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues in coordination with Human Resources; responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Public Works Director; directs the implementation of improvements within the Engineering Division of Public Works.
- Assists in planning, directing, and coordinating the Engineering Division of Public Works Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Performs project management and administration of consultant and in-house capital improvement and other public works projects.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; administers contracts for construction projects; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes.
- Conducts capital improvement project planning and implementation activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Reviews and approves all grading plans and permits; all plans and specifications for capital improvement projects; all tract and parcel maps, lot line adjustments, and legal descriptions; the most difficult and complex encroachment permits; and other engineering and design documents.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on development issues and acquiring information.
- Provides professional assistance to the Public Works Director relative to the City's property and right-of-way acquisitions and disposals, ensuring compliance with all applicable laws and procedures.
- Conducts a variety of engineering division organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official engineering division files.
- Monitors changes in laws, regulations, and technology that may affect City or engineering division operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Public Works Director.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, and administrative practices.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of engineering program development, maintenance, and management in a municipal setting.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to:**

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of engineering programs and activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field, and five (5) years of responsible experience in civil and municipal engineering with two (2) years of supervisory, management, and/or administrative experience.

**Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record.
- Registered Professional Civil Engineer license in the State of California.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.