

CITY ENGINEER

Salary Range 19: (Management Salary Schedule)

DEFINITION

Under direction, to plan, organize and direct certain activities of the Engineering Division within the Public Services Department; coordinates projects with other divisions, City departments, outside agencies and organizations; performs advanced level professional engineering work; provides complex staff assistance to the Director of Public Services and others; plans, organizes, supervises, and reviews the work of assigned staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for planning, directing and coordinating certain activities of the Engineering Division for the Public Services Department.

SUPERVISION RECIVED AND EXERCISED

The incumbent receives general direction from the Director of Public Services and provides direction and supervision to assigned professional, technical, and clerical staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Interprets and applies laws, rules and regulations related to civil engineering construction matters
- Recommends goals and objectives; assists in the development and implementation of policies, procedures and standards to ensure compliance with applicable laws and regulations
- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff
- Trains employees in work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans and recommends disciplinary action
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Oversees, analyzes, processes, and provides technical assistance regarding engineering design activities including mapping and improvement drawings, site suitability studies, appropriate mitigation measures and conditions of approval; participates in public meetings as necessary
- Responds to public inquiries via telephone or in person regarding permit processing and inspection activities
- Participates in the development and implementation of the Public Services Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials and supplies needed to support the work plan

- Maintains accurate, complete and up-to-date project records
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the Planning Commission and City Council
- Coordinates engineering activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, contractors and the general public; provides support to boards and commissions on engineering matters; participates in professional groups and committees
- Performs and oversees plan checking activities; approves improvement plans
- Oversees, develops and implements current engineering program activities including review of traffic, drainage, and other environmental studies; and provide technical assistance and information regarding city development requirements
- Acts on behalf of the Director when needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation
- Applicable Federal, State and local laws, rules, codes and regulations
- Advanced principles and practices of civil engineering for public, commercial, industrial and residential buildings
- Methods and techniques of effective project management, contract administration and technical report preparation and presentation
- Recent developments and trends, current literature, and sources of information related to civil engineering operations and the construction industry
- Principles and practices of personnel management, supervision, training, and performance evaluation
- Safety principles, practices and procedures
- Applicable federal, state and local laws, codes and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation

Ability to:

- Plan, organize, supervise, review, evaluate and coordinate certain activities of the Engineering Division
- Coordinate assigned activities with other City departments and agencies as required
- Prepare, analyze and make recommendations regarding engineering design, construction plans, mapping and improvement drawings
- Ensure project compliance with plans, specifications, standards, and Federal, State and local rules, laws and regulations
- Interpret, analyze and understand technical drawings and specifications
- Perform mathematical and engineering computations with precision
- Develop, implement, and interpret goals, objectives, policies, procedures, and standards

- Perform difficult technical research, and prepare and analyze technical and administrative reports, statements and correspondence
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Plan, coordinate, prioritize and perform a variety of complex projects
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Perform budget preparation and administration
- Supervise, train, and evaluate professional, technical and clerical staff
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise and logical written and oral reports
- Interpret and apply City and Department policies, procedures, rules and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

Current registration as a civil engineer issued by the California State Board of Registration for Professional Engineers **and** equivalent to a Bachelor's degree with major coursework in civil engineering or a closely related field **and** seven (7) years of increasingly responsible experience as a licensed civil engineer, including at least 1 year providing direction or supervision to professional staff.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment

and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.