

**CITY ENGINEER**

**DEFINITION**

Under administrative direction, plans, directs, and coordinates engineering activities relating to City public works improvement projects and private land development projects; performs related work as assigned.

**CLASS CHARACTERISTICS**

This class reports to the department director and is responsible for planning, managing, and directing the work of a section of the Public Works department staffed by professional, sub-professional, and contract engineering staff.

**ESSENTIAL FUNCTIONS**

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Supervises and participates in a variety of professional and sub-professional engineering work, including the preparation of plans and project specifications and public counter operations; directs and/or coordinates project inspections; may draft ordinances according to general instruction.

Supervises and participates in the review of public improvement and private development maps and plans; evaluates compliance with laws, ordinances, and acceptable engineering standards, and recommends conditions, corrections, revisions, and/or improvements; supervises the preparation of legal descriptions and deeds for easements and right-of-way.

Prepares and evaluates requests for proposals relating to projects requiring contract-engineering work; directs the preparation of project cost estimates for comparative bidding purposes; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; performs construction contract modifications and negotiates contract changes.

Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommends and initiates changes to departmental procedures, policies, and regulations including engineering design standards.

Provides technical assistance to other departments and City personnel; assists in the design and construction of municipal works facilities, including building, streets, water, sewer, and storm drainage systems.

Compiles and analyzes statistical data and prepares technical reports relating to public works projects and programs; assists in the preparation of cost projections for the department budget and monitors expenditures.

Coordinates engineering activities with other department staff, City personnel, and agencies; prepares staff reports; attends and make presentations to City Council, committees and commissions.

Supervises engineering, public counter and/or inspection division staff; participates in the screening and selection of section staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include completion of a four year college curriculum or equivalent, with major work in civil engineering or closely related field, and five years of progressively responsible, diversified experience, including or supplemented by experience in supervision.

### **Knowledge, Skills, and Abilities**

Extensive knowledge of engineering principles, methods, and practices as applied to public works, including planning and development, design and construction. Thorough knowledge of techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works and private development projects; related laws, ordinances, rules and regulations. Considerable knowledge of the methods and techniques of supervision.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check complex engineering designs, computations, plans and studies; plan, direct, and coordinate public works engineering programs and manage a section of the Public Works Department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management and engineering principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; prepare staff reports; establish

and maintain effective relationships with the community at large, the City Council, and other public officials.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of a certificate of registration as a licensed Civil Engineer (with the authority to practice land surveying) issued by the California State Board for Professional Engineers and Land Surveyors.

PHYSICAL PROFILE:      Category I; 7, 12

City Engineer.SPC