



Staff Report

TO: Honorable Mayor and Members of the Town Council
FROM: Wes Heathcock, Town Manager
DATE: February 13, 2024
RE: Approving the Job Description for the Town Engineer

Recommendation

Staff recommends that the Town Council adopt a Resolution approving the job description for the Town Engineer.

Issue Statement and Discussion

On April 13, 1999, the Town Council adopted a resolution establishing a position with the combined title of Public Works Director/Town Engineer as a full-time, in-house position. In doing so, it also established the position's job description and salary range.

On November 10, 2020, following the resignation of the former Public Works Director/Town Engineer, the position of Public Works Director/Town Engineer was split into two separate positions. As part of this, the Town Council approved a budget amendment promoting Dave Strock from the position of Operations Manager to Public Works Director. And the Town Engineer position was contracted out to CSG Consultants until it was filled by the current Town Engineer.

With the announced retirement of the Town Engineer at the end of April 2024, an updated job description for the Town Engineer position has been prepared for the Town Council's approval, so that it can be used in conjunction with the recruitment efforts.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

There are no fiscal impacts associated with this action. The adopted salary range for the Town Engineer position will remain, as approved, in the FY 2023-24 operating budget.

Attachments

- A. Resolution
- B. Exhibit A to the Resolution – Town Engineer Job Description

TOWN OF LOOMIS

RESOLUTION NO. 24 - _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
APPROVING THE JOB DESCRIPTION FOR TOWN ENGINEER**

WHEREAS, on April 13, 1999, the Town Council adopted a resolution establishing a position with the combined title of Public Works Director/Town Engineer, and in doing so, it established a job description and salary range for the position; and

WHEREAS, on November 10, 2020, the position of Public Works Director/Town Engineer was split into two separate positions and a budget amendment was approved by the Town Council promoting the Operations Manager to the Public Works Director while contracting out the Town Engineer position to CSG Consultants until it was filled by the current Town Engineer.

WHEREAS, the existing Town Engineer has announced his retirement, to be effective as of the end of April 2024, and so the Town will need to recruit a replacement; and

WHEREAS, Exhibit A to this resolution contains an updated job description for the Town Engineer position and is recommended for approval, so that it can be used in the recruitment effort.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Town Council of the Town of Loomis, that the job description for Town Engineer, included as Exhibit A to this resolution, is approved.

PASSED AND ADOPTED by the Town Council of the Town of Loomis this 13th day of February 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Deputy Town Clerk

TOWN OF LOOMIS JOB DESCRIPTION

TOWN ENGINEER

DEFINITION

Under general direction from the Town Manager, the Town Engineer is responsible for planning, organizing and directing the operations of the Engineering Department with duties that include coordinating with other Town Departments, outside agencies, and organizations; preparation and administration of the capital improvements budget including project management, contract administration, engineering design, construction, and inspection; development review including the review and approval of engineering plans for subdivisions, encroachment and grading permits; traffic engineering; pavement management; solid waste management; and stormwater compliance. The position is also responsible for providing administrative support to the Town Manager and to act as a member of the Town management team.

EXAMPLE OF ESSENTIAL DUTIES

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

- Provide staff assistance to the Town Manager, prepare reports pertaining to Department activities, and represent the Department at Council meetings.
- Coordinate Department activities with those of other departments, surrounding agencies, outside groups and organizations; participate in outside community and professional committees; provide technical assistance as necessary.
- Establish, maintain, and foster positive and harmonious working relationships with Town staff and those contracted with in the course of work.
- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor works flows; review and evaluate work products, methods and procedures.
- Prepare, administer, and monitor contracts held for engineering consulting services.
- Plan, organize and direct the work of staff providing services to the Department; ensure conformance with required standards and specifications.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Organize Department resources in accordance with established Town budgets, goals and objectives; evaluate service delivery alternatives and make adjustments as deemed appropriate.
- Assist the Town Manager and Finance Director in the preparation of the Town's operating and capital improvement budgets; estimate anticipated revenues; assist in reviewing proposed budget allocations; complete complex fiscal analysis and review related reports.
- Develop and administer development fee and user-fee programs where appropriate, to maximize fee revenue to the Department.
- Prepare and review administrative reports and studies; prepare written correspondence as necessary.

- Interpret and implement applicable regulations and code policies.
- Initiate the development or updates to Town ordinances, resolutions, policies, and design standards as they relate to the responsibilities of the Department.
- Respond to citizen complaints and information requests.
- Schedule and direct the delivery of the capital improvement program; oversee the design; prepare and review bid packages; analyze bids received; make recommendations for award of contracts; administer projects during construction.
- Coordinate the construction management and field inspection of public projects, private development, and work in the public right of way.
- Prepare project grant applications and administer grants.
- Supervise the maintenance of project files and records.
- Maintain, organize, and update all Engineering Department maps, drawings and records.
- Review subdivision improvement plans, parcel and final maps, and calculations submitted by developers for compliance with design standards and accepted engineering best practices.
- Review and administer the inspection of grading and drainage permits; oversee compliance of erosion/sediment control for all public and private projects, including compliance with National Flood Protection Act.
- Coordinate environmental review with Planning Department and other agencies.
- Act as the Town's Traffic Engineer; direct and coordinate traffic studies required for modifications to traffic control devices and striping.
- Develop and maintain a Pavement Management System consistent with street and highway funding requirements.
- Perform related duties as assigned.

DESIREABLE QUALIFICATIONS

Knowledge of:

Principles and practices of municipal public works including storm drain utilities and street maintenance; principles and practices of civil engineering, including the planning, design, construction and inspection of municipal public works; Subdivision Map Act; NPDES permitting, CEQA and NEPA; FEMA flood plain mapping, legal, financial, and public relations issues associated with a public works department; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; recent developments, current literature, and sources of information regarding public works practices; methods and techniques of contract negotiation and administration; basic principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; computer aided design (CAD), methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide effective leadership and coordinate the activities of the Engineering Department; plan check complex engineering drawings; manage the implementation of public improvements; plan and organize efficient and effective work schedules; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and establish and maintain effective working relationships; evaluate existing systems and procedures for improvement; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; read and interpret maps, sketches, drawings, specifications and technical manuals; negotiate and oversee contracts; represent the interests of the Town in the community and at professional meetings as required; plan and administer budgets for assigned projects and activities; operate personal computers and related software programs; gain cooperation through discussion and persuasion; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Town Engineer. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible public works experience in a governmental agency, including two years in a supervisory or management capacity, along with a bachelor's degree in civil engineering or a related field.

Licenses and Certifications:

- Possession of Certificate of Registration as a Professional Civil Engineer in the State of California
- Possession of a valid Class C, California driver's license

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various Town sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 50 pounds to perform the required job functions. Reasonable accommodation will be made for individuals on a case-by-case basis.

Environmental Conditions:

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold

and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

Working Conditions:

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

FLSA Status:

Exempt

Town Council Adoption Date:

February 13, 2024