



City Engineer

Summary

Plan, organize, coordinate, and direct activities and permit approvals related to the Development Engineering Division within the Public Works and Utilities Department, including the review of development applications for consistency with City, state, federal, and industry standards and specifications; oversee the traffic and street lights unit; manage complex engineering programs and projects; coordinate Development Engineering and Street activities with other divisions and departments; serve as the City's Floodplain Administrator; represent the Division to other City departments, City Council, City commissions and committees, outside agencies, and developers; provide highly complex staff assistance to the Assistant Director or Director of Public Works and Utilities; coordinate and support standing committee(s) appointed by the Council.

Class Characteristics

Administrative direction is provided by the Assistant Director or Director of Public Works and Utilities; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff.

This position is distinguished from the Senior Civil Engineer by its management responsibilities for division operations, staff, and activities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Develop and implement divisional goals, objectives, policies, and procedures; participate in long and short-term planning for department objectives.

Plan, organize, and direct Development Engineering Division activities, including the review of development projects for compliance with City, local, state, and federal regulations and standards; oversee the traffic and street lights unit.

Prepare the Development Engineering Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; analyze costs savings and recommend efficiency improvements; administer approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Establish schedules and methods for the review of development projects; participate in or oversee engineering studies, including traffic engineering, General Plan, CIP, bicycle and pedestrian plans, specific plans, and environmental impact reports.

Review and approve for consistency with City standards and plans, technical reports including traffic impact analysis, hydrology and hydraulic studies, storm water quality mitigation plans and

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storm water pollution prevention plans, geotechnical studies, sewer capacity studies, and water flows and pressure for domestic and fire flow purposes.

Serve as City Engineer, recording final maps, parcel maps, lot line adjustments, mergers, and certificates of correction; review and approve tentative parcel map applications.

Serve as City's Floodplain Administrator, enforcing and interpreting the City's Floodplain ordinance and General Plan policies and programs; review and approve map revisions; maintain and update the City's Flood Insurance Rate Maps.

Serve as City's Americans with Disabilities Administration (ADA) Coordinator; implement the City's infrastructure accessibility program and enforce accessibility requirements for new development in the right of way.

Manage professional and technical contracts; direct the preparation of complex engineering and environmental studies.

Confer with and make presentations to various boards and commissions, committees, governmental agencies, and public and private organizations.

Attend conferences, meetings, and seminars to keep informed of new developments; confer with a variety of public and private officials on related issues; may serve as the City's representative to other governmental agencies.

Evaluate and determine organizational needs and functional changes in order to improve efficiency and effectiveness of the department; organize project staff according to project requirements.

Serve as a member of the department's executive team and participate in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals, and budgets.

Serve as the City's American with Disabilities Act (ADA) Administrator.

May serve in the absence of the Assistant Director.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, and direct activities associated with development and traffic engineering projects.

Analyze technical and administrative problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret, explain, and apply federal, state, local, City, and department policies, procedures, laws, rules, and regulations.

Prepare, administer, and monitor a division budget.

Ensure division compliance with regulatory requirements.

Manage the more complex development projects and effectively identify, negotiate, and resolve issues with developers.

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Write effective reports and explain complex engineering projects and ideas in a manner that is understandable to those with little or no engineering background.

Perform detailed analysis of designs, specifications, and plans.

Apply engineering principles and techniques to the solution of complex civil engineering problems, including land development.

Prepare and present clear, concise, and accurate technical and administrative reports and correspondence.

Apply advanced mathematical concepts and knowledge of engineering principles and techniques to solutions.

Effectively learn and apply Flood Plain and Americans with Disabilities program requirements.

Respond to inquiries or complaints from customers, outside agencies, or members of the business community.

Effectively present information to senior management, public groups, and/or City Council.

Coordinate and collaborate with multiple departments for successful resolution of complex development and public work issues.

Recommend the appointment of personnel and direct, train, evaluate, and provide professional development for assigned staff.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Administrative principles and methods, including development of goals and objectives, program and budget development and implementation, and work organization and delegation.

Principles and practices of civil and traffic engineering.

Methods and techniques used for planning and engineering studies and the implementation of development projects.

Principles and practices of contract administration and project management and evaluation.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines.

Construction materials, methods, and equipment.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of organizational analysis and management.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of supervision, training, and personnel management.

Principles and practices of effective customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases, including engineering applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in civil engineering or a related field.

Experience:

Five years of increasingly responsible professional civil engineering project management experience, including two years of supervisory experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Registration as a Professional Civil Engineer in the State of California.

Established: 03/90

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