



## Engineering Manager

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### Summary

To plan, organize, direct and coordinate activities of the Capital Improvement Projects (CIP) Division within the Public Works and Utilities Department including the planning, organization, control, integration, financial management, grants management, and completion of public infrastructure development, construction, and maintenance functions; to coordinate Capital Improvement Project/Program activities with other Public Works divisions and City departments.

### Class Characteristics

General direction is provided by the Assistant Public Works and Utilities Director and/or the Director; responsibilities include the direct and indirect supervision of lower level supervisory, professional, technical, and support services positions.

This position is distinguished from the Senior Civil Engineer by its broader breadth and level of responsibility, and from the Assistant Public Works and Utilities Director by its focus on managing and overseeing the Capital Improvement Program.

### 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:

Plan, organize and direct CIP Division activities including the assignment and management of various capital improvement projects and their development, execution, implementation, and closeout.

Direct, oversee, and participate in the development of the CIP Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Prepare and administer the department's overall Capital Improvement Program; review and evaluate programs; and anticipate future needs.

Prepare the CIP Division's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer approved capital improvement budgets.

Establish schedules and methods for the design and construction of capital improvement projects; initiate, conduct, and oversee engineering planning studies to identify short and long-term capital improvement needs.

Prepare and/or direct and review the preparation of plans, specifications and estimates pertaining to capital construction projects; investigate and make recommendations on infrastructure problems; provide technical engineering solutions; review elements of environmental impact reports for compliance with City policies, rules, and regulations; conduct studies and prepare reports on relevant issues; apply for and administer grant funds for studies and construction projects.

Negotiate contracts and agreements with consultants, contractors and service providers, other local agencies and state agencies; negotiate change orders, resolve conflicts, and solve problems ensuring the needs of the City are met.

Perform detailed analysis of designs, specifications, and plans; review and sign engineering drawings, contracts, work orders, change orders, and purchase orders.

Oversee the construction of capital projects, including inspection, contract administration and claims avoidance.

Develop and implement division goals, objectives, policies, and procedures; assist with the development and implementation of department-wide goals and objectives.

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 division.

Assemble, organize, and present written and/or oral reports containing alternative solutions and recommendations regarding specific resources and plans.

Ensure the City's compliance with various ordinances, codes, and applicable laws; review operating conditions in the field.

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

Evaluate and determine needs and functional changes to improve efficiency and effectiveness of the division; organize project staff according to project requirements.

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

Provide technical and administrative assistance to both the Director and the Assistant Director with respect to the overall operations of the CIP division.

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

## Engineering Manager

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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:

Organize and direct activities associated with the design and construction of capital improvement projects.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules, and regulations.

Prepare and administer division and Capital Improvement Program budget.

Ensure division compliance with regulatory requirements.

Manage the more complex capital improvement projects and effectively identify, negotiate, and resolve issues with outside contractors, consultants, and service providers.

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.

Apply engineering principles and techniques to the solution of complex civil engineering problems including municipal infrastructure.

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

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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

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

Prepare and present clear and concise technical and administrative reports.

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

Communicate clearly and concisely, both orally and in writing.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must 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 ability to adjust focus. The employee is occasionally exposed to heat, cold, wind and extreme rain events; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration; to climb ladders, stairs, scaffolds, work around traffic; enter confined spaces; reach above the shoulder, twist and turn, kneel, bend and lift. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

Principles and practices of civil engineering, design, and construction.

Principles, methods, and techniques used in project management and logistics, including use of state-of-the-art project management software.

Methods and techniques used for planning and engineering studies, and the design and construction of municipal facilities and infrastructure.

Current developments and information on facilities and infrastructure management practices, including principles and practices of sound financial management.

Maintenance and operation of City infrastructure, facilities, and equipment.

Methods and techniques of field data collection, tabulation, and analysis.

Federal, state, and local regulatory requirements, including applicable codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

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

Modern office procedures and computer equipment including engineering applications.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

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

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

**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 from an accredited college or university with major course work in civil engineering, or a closely related field.

**Experience:**

Five years of increasingly responsible professional civil engineering project management experience; at least two years of experience must include supervisory experience.

**Certifications/Licenses:**

Possession of a valid California Class C driver's license, or the ability to obtain the license.

Valid registration as a Professional Civil Engineer in the State of California.

Certification as a Project Management Professional (PMP) is highly desirable.

Established: 1/24/2022

Resolution #: 2022 – XXX N.C.S.

Department: Public Works and Utilities

FLSA Status: Exempt