

CITY ENGINEER

DEFINITION

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Engineering Division; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex management support to the Director of Public Works and Engineering Services.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all Engineering programs and activities including the design, preparation of specifications, and construction of streets, structures, traffic systems, drainage, floodplain, and other public works improvements.

Administer the City's capital improvement program; work with City departments and division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategy.

Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents, reports and studies for all engineering projects.

Administer the supervision and monitoring of the work of consulting engineers; verify and approve all contractors' work estimates, payment requests, and change orders; perform site inspections during construction for adherence to specific methods and materials and to ensure compliance with regulations for system safety and design.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Engineering programs; recommend, within City policy, appropriate service and staffing levels; recommend and administer policies and procedures to the Director of Public Works and Engineering Services.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works and Engineering Services; direct the implementation of improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Engineering Staff; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures to ensure that correct, efficient, cost effective, and safe work procedures are followed.

Manage and participate in the development and administration of the Engineering Program's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Represent the City on various boards and committees associated with engineering; coordinate with utility companies, Federal, State, and County agencies, and contract suppliers regarding future road alignments, traffic congestion, standard City public works specifications, NPDES regulations, FEMA requirements, and CalTrans regulations; make presentations to City Councils and conduct public hearings on all City related engineering projects

Review, update, coordinate, and administer public works specifications for storm sewer, asphalt, concrete, and roadway design; interpret and provide solutions to problems not addressed in specifications.

Administer, review, approve, and initiate all bidding procedures, contracts, and payments to engineering consultants, contractors, and suppliers; review statements of qualifications, engineering proposals, and contractor bid proposals; select qualified consulting engineers, contractors, and suppliers; hold pre-construction conference meetings before construction begins.

Design and prepare drawings from survey data for various City service systems including streets, storm drainage, curb, gutter, and sidewalk; prepare bid documents, bid schedules, and engineer's estimates; advertise for bidding.

Determine existing infrastructure deficiencies within the City and develop short and long range plans and methods to mitigate the related problems; recommend and advise related policy or procedural changes of the ordinances and regulations.

Recommend approval of subdivision agreements, improvement plans, parcel maps, and final maps.

Direct the design of City construction projects designed by the Engineering Staff and by consultants working for the City; review, prepare, and approve plans based on survey data; prepare bid specifications related to system expansion and modification of road, traffic, storm drain, parks, lights, and other construction projects; plan City utility expansions and prepare recommendations.

Review and recommend approval of parcel maps, subdivision maps, and development plans for conformance with the State Map Act, City standards, and Municipal Code.

Pursue grants and special sources of funding to supplement Capital Improvement Plan budget.

Conduct project investigations; identify or determine potential problems; coordinate fact collecting and data; prepare reports and recommendations.

Serve as a liaison for the Engineering Division of the Public Works Department with other City departments, divisions, contractors, builders, engineers, developers, architects, a variety of outside agencies and the general public in acquiring and providing information and coordinating services and activities; negotiate and resolve significant and controversial issues.

Respond to and resolve difficult and sensitive inquiries and complaints; recommend and implement corrective action.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive engineering program.

Organizational and management practices as applied to the analysis and evaluation of Engineering programs, policies and operational needs.

Modern and complex principles and practices of engineering program development and administration.

Planning, engineering and project administration theory, principles, standards, and practices and their application to a wide variety of activities.

Civil engineering principles, practices, and methods.

Pertinent Federal, State, and local laws, codes and regulations including OSHA, safety regulations, Street and Highway Code, Subdivision Map Act, Building Codes, Health and Safety Codes, and NPDES Stormwater regulations.

Methods, materials, techniques and equipment used in the construction of facilities and systems.

Research methods and sources of information related to civil engineering.

Recent developments, current literature, and trends relating to engineering program administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Safe driving principles and practices.

Land development-engineering principles.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Provide administrative and professional leadership and direction for the Engineering Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient engineering programs and services.

Ability to:

Manage, direct and coordinate the work of professional, technical and administrative support personnel.

Select, supervise, train and evaluate staff.

Manage and administer a comprehensive capital improvement program.

Review and develop designs, plans, long-range capital improvement plans, and specifications.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports.

Identify and respond to community issues, concerns, and needs.

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

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Eight years of responsible civil engineering experience in a public works program including three years of supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major course work in civil engineering.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certificate of Registration as a Professional Engineer in the State of California.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.