



City Engineer

Department/Division:	Engineering
Reports To:	City Administrator
Provides Direction To:	Public Works Inspector and engineering consultants
Exemption Status:	Exempt
Date Prepared:	November 2, 2006

GENERAL PURPOSE

Under administrative direction, plans, coordinates, and manages the work of the Engineering Division, including private land development review, engineering construction projects, traffic engineering and transportation planning, public works inspection, and consulting contracts; manages division budget; assures compliance with engineering standards and specifications; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The City Engineer is distinguished from the Public Works Inspector by its far larger responsibility for all division operations, engineering budgets, and consulting contracts, and its greater level of interfaces with staff, other departments, regulatory agencies, the development community, and public officials.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, and manages private development plan review, public engineering improvements, public works construction and grading inspection, and consulting engineering.
2. Reviews and approves engineering plans and development specifications.
3. Develops and manages engineering construction and capital improvement budgets; monitors actual expenditures in conformance with division goals and objectives; coordinates project functions with public works personnel.

ESSENTIAL FUNCTIONS (continued):

4. Negotiates and enforces the terms of consultant and maintenance agreements, schedules, and work plans; assures projects are completed within expected timelines, material specifications, and labor costs.
5. Reviews change orders; determines whether cost and work modifications meet standards of public safety, cost effectiveness, and technical feasibility.
6. Selects, trains, supervises, and evaluates the work of staff and consultants; coordinates projects and assignments; institutes disciplinary procedures and corrective actions for work not meeting standards.
7. Meets with other City departments, transportation agencies, developers, contractors, and consultants to plan and implement various projects and programs.
8. Advises City Administrator and City Council regarding engineering and administrative issues.
9. Attends City Council, regional planning, and public meetings and makes presentations of engineering and construction proposals, contracts, engineering reports, and staff recommendations.
10. Keeps informed of current construction design techniques, changes in construction codes, engineering standards, and material uses and methods through professional meetings, conferences, and continuing education.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, and practices of public works engineering; project management practices; applicable federal and State laws and regulations, and local codes governing the administration of engineering projects; principles and practices of construction management; civil engineering design standards and practices; budgeting and contracts administration practices; principles and practices of management and supervision.

Ability to:

Operate computer hardware and use word processing, spreadsheet, and database and specialized engineering software; plan, organize, assign, review and evaluate the work of staff; oversee and integrate broad, comprehensive engineering programs and activities; analyze complex engineering, economic and operational issues and problems and determine effective solutions; coordinate and manage projects to meet deadlines; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply state and federal law and regulations, and local ordinances, policies and procedures involving public works engineering services; develop clear, concise and comprehensive technical reports, correspondence and other written materials; establish and maintain effective working relationships with staff, management, the City Council, public and regulatory officials, community groups, developers, and others encountered in the course of work; exercise tact and diplomacy in conflict situations.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major course work in civil engineering and five years of progressively responsible civil engineering experience, including supervisory experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work extended hours and on standby basis.

A certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers or the ability to obtain this license within 18 months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects or standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk to coordinate field construction and inspection work. The position occasionally lifts and carries records and documents weighing less than 20 pounds.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions; the noise level in the work environment is usually quiet. The position occasionally works outdoors to conduct site inspections and attend meetings with contractors, staff, and other departmental representatives.