August, 2000

DEPUTY DIRECTOR OF PUBLIC WORKS/ ASSISTANT CITY ENGINEER

DEFINITION

Under general direction of the Director of Public Works, prepares engineering studies, reports, plans, specifications and contract documents for public works facilities; reviews engineering plans, specification and contraQt documents prepared by private developers for public works facilities; inspects and maintains records of public works facilities; performs field surveying as required for design and construction; manages and inspects construction projects; acts in the absence of the Director of Public Works; and performs other related duties as assigned.

EXAMPLES OF DUTIES

- Prepares engineering plans, specifications and contract documents for public works facilities, including streets, drainage, water distribution lines, wastewater collection lines, other utility coordination, traffic circulation, and street sign.
- Reviews engineering plans, specifications, and contract documents prepared by private developers for public works facilities and projects; administers public works construction contracts, including inspections.
- Conducts traffic capacity, safety analysis and miscellaneous other engineering studies; provides staff support to the City Council and a variety of appointed citizen advisory boards, commissions and ad hoc task forces.
- Plans, organizes, supervises and manages the day-to-day activities of the Engineering Division; coordinates activities with other divisions, departments, agencies, and private developers; develops short-term and long-term schedules for the design and construction of public works projects.
- Applies for, secures, and reviews permits required by county, State and Federal jurisdictions for projects under the control of the City; reviews permits obtained by private developers; inspects and maintains records of all public works facilities.
- Assists the Director of Public Works with budget development and administration for the Engineering Division; applies for and monitors grants.
- Trains, directs, supervises and evaluates staff in the Engineering Division; acts in the absence of the Director of Public Works.
- Responds to inquiries, requests, and complaints as they relate to engineering projects and construction deadlines.
- Attends meetings and workshops for training and skill development purposes; revues professional journals and other professional literature to stay current with the field.
- Performs all other related duties as assigned.

REOUIREMENTS

Knowledge of:

The principles, practices, techniques and methods of civil engineering; field survey techniques and practices; Federal, State and local laws and policies relating to public works engineering projects; principles and practices of construction administration; principles and methods of building inspection; the methods and techniques of developing specifications for contracts, bids and requisitions; pavement management systems and roadway maintenance techniques; the principles and practices of traffic engineering; traffic calming methods, including roundabouts; the principles and practices of hydrology and hydraulic analyses; report writing principles and practices; standard office computer applications, and engineering software, including AutoCad software; public sector budgeting and fiscal administration; and the principles and methods of employee training and supervision.

Skill in:

Preparing and reviewing the preparation of engineering plans and specifications; applying complex laws, guidelines, regulations, and other technical material to engineering projects; conducting field surveys; designing and conducting a wide variety of engineering studies; construction project management and inspection; hydrology and hydraulic analysis; traffic engineering, including traffic calming methods such as the use of roundabouts; training and supervision of employees; budget development and administration; report writing; oral and written communications; establishing and maintaining cooperative and effective working relationships with supervisors, co-workers, and the general public.

OTHER REQUIREMENTS

Must possess a current valid California Driver's License. Must possess a valid certificate of registration as a Professional Engineer in Civil Engineering issued by the State of California, or be willing to obtain such registration within three years of the date of hire. Must be willing to work nights and/or weekends when required. Must be physically able to handle the physical aspects of the job, including occasional field work in inclement weather.

DESIRABLE EXPERIENCE AND TRAINING

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Graduation from college with a Bachelor's Degree in Civil Engineering and at least three years of professional (post-graduation) experience in civil engineering, preferably in a municipality or comparable public agency. Specific experience or expertise in roadway design, pavement management systems/concepts, field surveying, traffic engineering, and basic hydrology/hydraulics is highly desirable.