

ASSISTANT CITY ENGINEER

DEFINITION

Under general direction of the City Engineer, performs, coordinates, manages, and supervises assigned personnel, programs, and activities within the Engineering Department, including performing professional engineering work related to supervising, designing, planning, reviewing, and inspecting public works projects and facilities; performs all other related duties as assigned.

CLASS CHARACTERISTICS

This class is distinguished by its responsibilities for coordinating, managing, supervising and participating in the day-to-day administrative functions of the Engineering Division of the Engineering Department, including preparing engineering studies, reports, plans, specifications and contract documents for public works projects and facilities; reviewing and approving engineering plans, specifications and contract documents prepared by consultants and developers for public works projects; and managing and inspecting public works projects. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the City Engineer in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the City Engineer in that the latter has overall responsibility and accountability for all functions/divisions of the Department.

EXAMPLES OF ESSENTIAL DUTIES – duties may include, but are not limited to the following:

- Performs, supervises, and oversees professional engineering work in the design and construction of streets, drainage, water distribution lines, wastewater collection lines, other utility coordination, public facilities, traffic circulation, and street signs.
- Prepares and reviews project plans, specifications, reports, and contractual documents, including verifying calculations, reviewing technical reports and analyses, and negotiating contractual documents with contractors and consultants.
- Conducts and supervises field inspections of municipal contract construction and repair work, including maintaining records, preparing change orders, authorizing payments to contractors, consultants and vendors, and ensuring all phase of construction meets contract specifications.
- Performs and prepares a variety of technical and feasibility studies and estimates for new or modified services and structures, and makes recommendations based on the results.
- Performs and supervises plan checks and design review for adherence to codes and acceptable engineering standards and make various recommendations for improvements.
- 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.
- Approves and signs legal documents, plans and maps under the direction of the City Engineer.
- Applies for, coordinates, and administers grants and other funding sources, including tracking expenditures, monitoring grant or funding budgets, preparing and processing related financial activities, and preparing reports on activities as required by the funding agency.
- Plans, organizes, supervises and manages the day-to-day activities of the Engineering Division, including coordinating engineering activities and field service programs with other Engineering Department divisions, City departments and outside agencies, developers, and contractors; organizes workload and prepares work schedules

for design and construction activities, including allocating personnel and resources to meet schedule requirements and determining scope of engineering projects.

- Assigns, schedules, supervises, and reviews the work of assigned staff, including providing training, feedback, and direction, conducting performance evaluations, working with employees to correct deficiencies, and implementing disciplinary procedures.
- Prepares and administers the Engineering division budget and applicable Capital Improvement Plan budgets; assists in preparing and monitoring the department wide budgets.
- Responds to inquiries, requests, and complaints as it relates to engineering and department functions, and takes appropriate action; ensures the public is kept updated and aware of projects through the department's public notification policies and procedures.
- Prepares and presents reports to City Council; serves as liaison between assigned Committees/Commissions and City, including attending meetings, and preparing and presenting reports and recommendations.
- Remains current on industry trends, principles, practices and regulations, including attending meetings and workshops and review of industry publications.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices, techniques and methods of civil engineering related to all City engineering activities; Federal, State and local laws and policies relating to public works engineering projects; principles and practices of construction administration; principles and methods of public works inspection; methods and techniques of developing specifications for contracts, bids and requisitions; pavement management systems and roadway maintenance techniques; principles and practices of traffic engineering and traffic calming methods; principles and practices of hydrology and hydraulic analyses; field survey techniques and practices; report writing principles and practices; computer applications for engineering such as AutoCad, spreadsheets, word processing, and hydraulic and specialized engineering programs; public sector budget development and administration; principles and practices of grant management; and principles and practices of employee supervision, including training, evaluating, and disciplining.

Ability to: Prepare and review engineering plans and specifications; apply applicable laws, guidelines, regulations, and other technical material to engineering projects; design and conduct a wide variety of engineering studies and analysis, including hydrology and traffic engineering; understand and interpret engineering construction plans, specifications, contract documents, complex technical and legal documents, maps, and technical drawings and plans; perform construction project management and inspection; conduct field surveys; prepare clear, concise, and accurate reports; prepare and administer assigned budgets; write and administer grants; provide training and supervision to assigned staff; communicate clearly and concisely, both orally and in writing; operate a computer and necessary software applications, and other applicable standard office equipment; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Must possess a 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 possession of an E.I.T. certificate and obtain registration as a Professional Engineer within three (3) years of the date of hire.
- Must be willing and available to attend meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours, nights and/or weekends as necessary to complete assigned tasks.

PHYSICAL REQUIREMENTS

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment, including a computer; inspecting City project sites, including traversing uneven terrain; operating a motor vehicle; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 50 lbs.; working at heights up to 15 feet; occasionally working outside in varying weather conditions, with occasional exposure to dust, pollen and heavy equipment.

EXPERIENCE AND TRAINING

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree in Engineering from an accredited college or university with major coursework in civil engineering, or a closely related field, and at least three (3) years of professional (post-graduation) in civil engineering, preferably in a municipality or comparable public agency; including at least one (1) year of lead or supervisory experience. Increasingly responsible experience in roadway design, pavement management systems/concepts, traffic engineering, and basic hydrology/hydraulics is highly desirable.

Rev. 11/15 (New Title)
~~08/13~~ (Asst. City Eng/Dep. PW Dir.)
~~08/00~~