



CITY ENGINEER

DEFINITION

Under general direction of the City Manager, plans, manages, oversees and directs the activities and operations of the Engineering and Building Department, including engineering, building, and public transit; performs professional engineering duties for the City; performs other related duties as assigned.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs and participates in all activities of the Engineering and Building Department including short- and long-range planning, development, and administration of city-wide capital improvement program and private development review. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Responsibilities include coordinating the activities of the department with those of other departments and agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

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

- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; identifies and resolves problems and/or issues.
- Directs and participates in various engineering functions for City, including professional engineering work as related to design, construction and maintenance of public infrastructure, reviewing and processing private development and/or subdivision plans and maps for conformance to applicable design and improvement standards; serves as the City's Floodplain Administrator.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Prepares, manages and coordinates the development of the Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, and supports programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Oversees the development of consultant requests for proposal for professional and/or construction services, the development of bid specifications and bid process materials, and the administration of contracts after award; reviews plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards.
- Directs and oversees the programs and activities of the Building Division related to permit processing, plan checking, building inspection, and code enforcement functions to ensure compliance with applicable laws, ordinances, and codes.
- Directs and oversees the programs and activities of the Transit Division as it relates to meeting and providing public transit needs, including negotiating and overseeing contract services, such as Greyhound

and Dial-a-Ride, ensuring compliance with local, state and federal regulations pertaining to public transit and fleet operations, and identifying, applying for, administering and ensuring compliance with transportation funding sources.

- Serves as liaison with appropriate federal, state, regional, county, and city agencies as needed; provides staff support to the City Council, Council subcommittees, City Manager and applicable Commissions and Committees, including preparing materials and making presentations; develops recommendations for policies, laws, ordinances, resolutions and programs related to Department activities.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of engineering, building, and public transportation, and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices techniques and methods of contemporary civil engineering related to applicable City engineering activities, including construction administration, streets and utilities inspection and operations, developing specifications for contracts, bids and requisitions, traffic engineering, and capital improvement program design and funding; applicable building activities, including plan review, building permitting, inspection and enforcement functions; applicable public transit activities, including ensuring compliance with state and federal funding sources and negotiating applicable contracts for service; pertinent Federal, State and local laws, codes and regulations pertaining to the engineering, building, and transit operations of municipal government; administrative principles and practices, including goal setting, program and work plan development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration; public sector budget development and administration; principles and practices of contract and grant management; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, including engineering design and project tracking, word processing, spreadsheet, and database applications; English usage, grammar, spelling, vocabulary, and punctuation; principles and practices of records management; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Provide administrative and professional leadership and direction for the Department; develop, implement and administer goals, objectives and procedures effectively and efficiently; plan and organize, direct and coordinate the work of management, supervisory, professional, technical and administrative support personnel; delegate authority and responsibility; select, supervise, train and evaluate staff; identify and respond to community and City Council 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 large and complex budgets; allocate limited resources in a cost effective manner; interpret and apply policies, procedures, laws, codes, standards and regulations pertaining to Department programs and functions; operate computer systems and applications in relation to work functions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Must possess a valid California Drivers' License.

- Must possess a valid certificate of registration as a Professional Engineer in Civil Engineering issued by the State of California.
- Must be willing to attend meetings after normal work hours as necessary.
- Must be willing to work extended hours as necessary to complete assigned projects.
- Must be willing to travel for trainings and/or meetings.
- A commitment to understand and support diversity and inclusion in the workplace.

PYSICAL 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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field, and at least seven (7) years progressively responsible professional civil engineering experience, including at least three (3) years related supervisory and budgetary experience.

Revised 09/19
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