



City Engineer

Department/Division:	Engineering/Public Works
Reports To:	City Manager
Provides Direction To:	
Exemption Status:	Exempt
Date Revised:	March 21, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general direction, plans, organizes, and directs the City Engineering program in the areas of land development, special projects, traffic, capital project development, inspection, and public works maintenance; signs all plans as City Engineer; performs related duties as required.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those that are non-essential job functions for this class.

1. Plans, directs, and organizes the work of engineering staff in the areas of land development, traffic, special projects, capital project development, and public works maintenance; coordinates, oversees, and manages both in-house and consultant-generated design of capital projects including plans, specifications, and estimates; supervises the development and tracking of capital project schedules.
2. Plans, directs, and organizes the work of public works maintenance staff in the areas of streets, storm drains, parks, trees, landscaping, stadium, vehicle, and equipment maintenance; coordinates, oversees, and manages both in-house and contract maintenance programs.
3. Oversees and consults in the design, preparation, and review of construction plans, site investigations, cost estimates, specifications, and reports for the construction and/or improvement of public facilities.
4. Supervises and manages the requests for professional services; interviews prospective consultants; provides technical and procedural information; reviews plans and specifications; maintains currency with regulations, litigation, and legislation concerning public works activities.

5. Meets with developers and contractors to facilitate projects and resolve issues; coordinates Engineering/Public Works projects with other City functions and outside agencies.
6. Reviews operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; initiates changes to departmental procedures, policies, and regulations including engineering design standards.
7. Selects management staff; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
8. Directs the conduct of studies; the preparation and presentation of reports regarding engineering/public works related issues and activities; reviews, edits, and writes council agenda reports, public safety commission reports, and planning commission reports.
9. Delegates administrative tasks such as preparation of departmental budget; monitors expenditures and makes recommendations on staffing and equipment requirements.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in civil engineering or a related field and eight years of increasingly responsible managerial experience in the field of civil engineering and public works or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in a related field is desirable.

Knowledge, Skills, and Abilities:

Knowledge of engineering principles, methods, and practices as applied in the planning, design, and construction of municipal public works; street lighting and traffic systems; laws and regulations governing the design and construction of streets, capital projects, and other public works; methods employed in the preparation of land development projects; principles and practices of public works maintenance programs; contracts, agreements, plans, specifications and procedures associated with public works projects; laws and processes relevant to the establishment of assessment districts; municipal government and issues of concern to developers, property owners, contractors, private engineers, and others dealing with the City on engineering matters; principles and practices of administration and supervision. Ability to apply engineering principles, methods, and practices; supervise personnel engaged in engineering design, inspection, and public works maintenance; prepare and present reports; meet the public in situations requiring diplomacy and tact; communicate effectively orally and in writing; establish and maintain cooperative working relationships.

Special Requirements:

Possession of a certificate of registration as a civil engineer issued by the California State Board of Registration for Civil and Professional Engineers.

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Work generally involves prolonged sitting. Dexterity and coordination to handle single pieces of paper. Occasional lifting up to twenty-five pounds such as files, stacks of paper, and reference books. Moving from place to place within the office. Some reaching for items above and below desk level. Strength, dexterity and coordination to use keyboard and video display terminal occasionally.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, and noise. Travel throughout the City is required.