



City Engineer

Class Specification

Revised 9/23

Class ID: 753

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, supervises the activities of the Engineering Division; processes, reviews, and approves plans associated with development, subdivision, transportation, and other projects for conformance with City and State standards and current civil engineering practice; acts in the absence of the Public Works Director; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director. Exercises direct supervision of professional supervisory staff, and direct and indirect supervision of professional, technical, and paraprofessional staff.

DISTINGUISHING CHARACTERISTICS

This is a single position, division manager classification, and performs a variety of advanced technical, administrative, and supervisory work in directing the activities of the Engineering Division. The City Engineer is responsible to the Public Works Director for the direction of activities and achievement of program goals established for the Engineering Division.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Either directly and/or through lower-level staff assign, direct, supervise and evaluate professional and technical, and field staff engaged in a variety of public works projects and private developments from early planning stages through final construction and acceptance.

Supervise the preparation and final review and approval of or develop plans and specifications for major and minor street and other capital projects; supervise project design; solicit and review bids and make recommendations for project award and acceptance; manage the construction and inspection of projects; and is responsible for adhering to the budget for such projects.

Review and approve private development and public improvement plans and subdivision maps for compliance with state and local codes, regulations and standards, and compliance with the requirements of project approval.

Review and approve parcel and final subdivision maps for completeness and conformance with tentative maps.

Develop and administer programs regarding new development, coordinate Engineering Division support for NPDES urban storm water runoff management with the Environmental Services Division, traffic/transportation issues, and street/park maintenance/construction issues.

Develop, coordinate, administer and monitor the operational budget for the Engineering Division. Manage the City's Capital Improvement Plan (CIP); prepare descriptions and cost estimates for projects; make recommendations to the Executive Team and the City Council on the selection of projects; and approve expenditures for CIP projects.

Apply for Federal and State grants including TDA, HES, TEA, RRO, Park Bond and Clean Air grants and monitor the appropriate use and expenditure of these and other grants.

Provide administrative and technical guidance and support to other City divisions, departments, and the public on new and re-development issues, including urban storm water management requirements, street and park maintenance/construction programs, traffic calming programs and disposal of surplus property.

Conduct engineering studies and investigations, prepare reports and position papers to the Public Works Director, City Manager, City Council, other legislative bodies and the general public on construction, maintenance, transportation, and general public works issues.

Respond to internal and external inquiries orally and in writing, attend and conduct public meetings, and make presentations to City Council, Planning Commission, other legislative and advisory bodies, and the general public.

Responsible for the City's Landscaping and Lighting Districts and works with property owners to establish assessment districts; retain counsel; calculate assessments; prepare Engineer's Reports; schedule public hearings; and file required legal documents.

Represent the City with other local and regional agencies on projects and the development of policies and practices, including responses to claims and litigations against the City on engineering and traffic issues.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Considerable knowledge of current methods, techniques, and legal requirements for the design, bidding, construction, and maintenance of public works and other capital projects.
- Laws and regulations governing land development and the formation of assessment and benefit districts.
- Property and easement acquisition and disposal procedures including appraisal and escrow processes.
- Principles and practices of supervision.
- Budgeting as practiced by public agencies.
- Standard office computer programs, including word processing, spreadsheet, database, and project management programs.

Skill or Ability to:

- Prepare clear and definitive reports on engineering and research studies.
- Plan, supervise and review the work of professional, technical, and clerical employees.
- Analyze and recommend solutions to complex engineering problems.
- Present ideas and communicate effectively both orally and in writing in a clear and organized manner.
- Prepare and complete statistical and technical reports and written correspondence.
- Make presentations to a variety of groups.
- Establish and maintain effective work relationships with contractors, developers, professionals, public officials, the public and other employees.
- Work cooperatively with State, County and Federal government agencies.
- Use computer programs required in professional engineering and office work.

- Make complex engineering computations and drawings quickly and accurately.
- Use and care of engineering survey and drafting equipment.
- Prepare accurate plans and specifications, cost estimates, and engineering reports.
- Exercise sound independent judgment within general policy guidelines.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field, and six (6) years of progressively responsible professional civil engineering work including three (3) years of supervisory and project management experience.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Current registration as a Civil Engineer in California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or more with appropriate equipment or staff assistance. Employees must be available to attend day and evening meetings, at various sites within and outside the City.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.