

## CITY ENGINEER

### DEFINITION

This classification is responsible for ensuring the effective maintenance, construction and repair of the City's public facilities and infrastructure, planning, cost estimating, design and contract administration of the City's capital improvement program, and the review of private development plans to ensure conformance with established engineering standards.

### SUPERVISION EXERCISED AND RECEIVED

Supervises the Engineering staff members. Reports to the Public Works Director.

### ESSENTIAL AND IMPORTANT DUTIES

- Supervises the capital improvement construction projects to ensure they meet the City's quality and cost standards, and time constraints. Schedules design of projects to ensure the completion of capital improvement program projects according to the relative priorities accorded them by top management.
- Assists in the selection of consultants, when required, for capital improvement projects. This includes preparation of specifications, negotiations and preparation of contracts. Directs consultants in the planning, design, construction, and contract administration of the capital improvement program. Ensures the program is accomplished in a technically competent, economical, and safe manner.
- Directs the review of proposed private development to ensure that subdivision plots, maps, surveys, parcel maps, and plans for construction of public improvements comply with all applicable statutes and meet established engineering standards. Reviews and approves subdivision public improvement agreements and bonds and performs construction inspection of the improvements.
- Prepares a variety of studies and reports and other written correspondence relating to City capital improvement plan, infrastructure, and public facility needs and develops specific proposals to address the issues.
- Appears before commissions and committees, the City Council, and governmental regulatory agencies to provide informed and timely input on engineering matters affecting the City. Represents the City on regional and State technical and engineering committees.
- Prepares thorough and accurate technical engineering reports and conducts research related to capital improvement projects.
- Confers with officials, contractors, consulting engineers, developers and members of the public in a timely manner, providing useful and helpful information.
- Develops goals related to the effective preventive maintenance and repair of public works facilities, and develops and ensures the implementation of practical and relevant short-term objectives and plans to accomplish these.

- Ensures the provision of quality public works design and construction services by the department, appropriate to public needs and appropriate to the budgeted amounts available. Ensures such work meets established schedules for completion.
- Analyzes and develops engineering standards for design of public works projects to ensure the quality of materials and construction methods.
- Evaluates the effectiveness of the preventive maintenance of public works facilities. Ensures a continuing process of adjusting the preventive maintenance program in light of the results of the evaluation or to take into account changed circumstances. Works with Maintenance staff on the development and implementation of preventive maintenance programs to mitigate the deterioration of public works facilities.
- Helps in the preparation of the annual budget for the department, ensuring it adequately documents the amount and level of services to be provided. Exercises control over the authorized budget to keep expenditures within the limits set.
- Develops an effective and efficient plan of organization for the provision of engineering services, ensuring that accountability for results is properly fixed, the work activities of the division is properly coordinated where needed, work is effectively planned and monitored by engineering staff, communications flow up and down the organization, and that efficient work methods are adopted.
- Periodically inspects the condition of public works facilities in the field, promptly noting deficiencies, and issues work orders to first line supervisors to correct these conditions.
- Keeps the Public Works Director informed in a timely fashion on issues that require his/her input or consent.
- Responds in a timely and meaningful way to public concerns and complaints.
- Performs as a team player in inter-departmental approaches to resolving community problems.
- Stays current on the knowledge and practices essential for delivering effective and efficient public works engineering services.
- Maintains a competent, motivated work force, with particular emphasis at the staff level, by training, developing, disciplining, and motivating subordinates. Handles disciplinary issues promptly and impartially. Works to quickly and effectively settle employee grievances and disputes at his/her own supervisory level.

## JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Design, construction and maintenance of complex capital improvement program projects. Materials, engineering methods, and problems involved in the planning, design, construction, and contract administration of capital improvement program projects and public works facility maintenance and service programs. Principles and practices of civil, structural, and hydraulic engineering related to municipal surveys, plans, and public works improvement project design. Principles and practices of management; principles and practices of traffic engineering as related to municipal transportation systems. Federal and state laws and programs regarding planning and environmental review, stormwater and pollution prevention, including the California Map Act and the California Environmental Quality Act.

Ability to effectively plan, lay out, assign, and coordinate the work of engineering staff, both in the field and in the office. Design, estimate and prepare plans for capital improvement program projects. Prepare and present budget estimates and technical engineering reports; prepare contract documents. Communicate clearly and concisely, both orally and in writing; present complex technical material in a concise and easily understood format. Ability to establish,

maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department.

Skills to effectively coordinate work with other departments, divisions, contractors, utilities and others. Accurately interpret highly complex engineering and construction plans and specifications.

#### EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be a bachelor's degree in civil engineering or a closely related field from an accredited institution and five years of municipal engineering experience, including three years at a supervisory level.

#### LICENSES, CERTIFICATES AND REGISTRATION

Possession of registration as a Civil Engineer in the State of California. Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.