



City Engineer

Summary

Plan, organize, coordinate, supervise, and participate in complex professional and technical work in the municipal civil engineering field.

Class Characteristics

General direction is provided by the Public Works Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This position fulfills the requirements and responsibilities of City Engineer as defined in the Municipal Code, California Subdivision Map Act and applicable ordinances, resolutions, standards and policies. This class functions as an assistant to the department directors with emphasis on both field and office engineering functions, including design and review of capital improvement, land development and transportation projects, engineering plans and specifications, cost estimation and contract compliance within engineering standards. The incumbent performs office and field engineering work in addition to directing the work of contractors.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, coordinate, and direct the work of assigned staff; assist in the development of goals, objectives, policies, and budgets for the department.

Administer public works contracts, including City and redevelopment agency capital projects, assessment districts, and other public improvement projects.

Examine subdivision maps, grading plans, street improvement plans, hydrological studies, and storm drain plans, as well as calculations and specifications for public works construction and development projects.

Inspect plans and specifications submitted by contractors and developers for compliance with City standards; perform engineering work on more complex designs for public works construction projects.

Participate in the activities of staff and contractors, performing engineering design, specification, calculation, survey, and inspection activities for assigned projects.

Prepare budgets and requests for proposals for capital improvement projects; check legal descriptions and cost estimates, interpret plans and specifications for contractors and determine contractual compliance within engineering standards and specifications; interpret and administer applicable ordinances relating to project requirements.

Prepare necessary engineering reports, legal descriptions, contracts and correspondence; authorize progress and final payments to contractors based upon field inspection and document review; perform field inspections and surveys for projects as required.

Confer with and make presentations to various boards and commissions, governmental agencies, and public and private organizations.

Respond personally or in writing to questions or complaints related to projects and engineering policy; prepare progress reports and recommend or authorize progress payments; approve change orders; research and implement computerized engineering applications.

Participate in long and short-term planning for department objectives.

Perform related duties as assigned.

Skills/Abilities:

Perform detailed analysis of designs, specifications, and plans.

Apply engineering principles and techniques to the solution of complex civil engineering problems including land and municipal infrastructure development.

Plan, organize, schedule, assign, direct, and review the work of others. Organize work, set priorities, and exercise independent judgment.

Deal tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufacturers and others.

Prepare clear, concise, and accurate reports and correspondence.

Analyze complex civil engineering data and reports, evaluate alternatives and reach sound conclusions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of civil engineering design and construction.

Principles and practices of employee supervision, including selection, training, and work evaluation and discipline.

Budgetary principles and practices.

Principles and practices of contract administration and project management and evaluation.

Applicable laws, codes, regulations, standards, and safety practices.

Construction materials, methods, and equipment.

Computer engineering applications and engineering mathematics.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in civil engineering.

Experience:

Five years of professional civil engineering experience in design, construction, land development and subdivision work. Experience in a municipal or public setting is desirable.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Valid registration as a Professional Civil Engineer in the State of California.

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