



Engineering Manager

Summary

Direct, coordinate, and exercise functional authority for planning, organization, control, integration, and completion of public infrastructure development, construction and maintenance functions by performing the following duties personally or through subordinate staff. The Engineering Manager has day-to-day responsibility for the management and operations of multiple sections of the Public Works Department. The Engineering Manager uses considerable independent judgment and discretion in staff supervision and delegated administration and management, including the prioritization and coordination of department goals and objectives.

Class Characteristics

General Direction is provided by the Public Works Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

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:

Assist in formulating long-range goals of the department and in developing plans for accomplishing these goals. Assist in preparation and administration of the department's Capital and Maintenance Programs and operating budgets; review and evaluate programs and anticipate future needs.

Coordinate infrastructure and facilities engineering activities as follows: prepare or direct the preparation of plans, specifications and estimates pertaining to construction; investigate and make recommendations on infrastructure problems; provide technical support on engineering solutions; receive, investigate and respond to citizen concerns regarding the infrastructure and prepare necessary correspondence; review elements of environmental impact reports for compliance with City policies, rules and regulations; conduct studies and prepare reports on relevant issues; apply for and administer grant funds for studies and construction projects.

Perform detailed analysis of designs, specifications and plans; apply engineering principles and techniques to the solution of complex civil engineering problems, including maintenance of land and municipal infrastructure and operation of facilities and equipment; review and sign engineering drawings, contracts, work orders, change orders, and purchase orders.

Assemble, organize, and present written and/or oral reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; research and recommend general traffic administration policies and procedures.

Review policies and operating procedures for conformance to established standards; ensure the City's compliance with various ordinances, codes, and applicable laws; review operating conditions in the field; coordinate the preparation of capital and maintenance programs and budgets for the department.

Coordinate activities concerned with technical developments, schedule and resolve engineering design, and test problems; prepare budget estimates based upon anticipated needs of the department and control expenditures within limitations of project budget. Prepare interim and completion project reports.

Manage professional and technical contracts regarding the operation and maintenance of the City's facilities and infrastructure; direct the preparation of complex engineering and environmental studies, schedule, plan, map, report, workload forecast, cost estimate, and specification.

Evaluate and determine organizational needs and functional changes in order to improve efficiency and effectiveness of the department; organize project staff according to project requirements. Provide effective leadership in the development of new or improved procedures; provide direction and supervision to professional and technical staff in areas of financial and program management.

Coordinate department activities with other City departments.

Provide advice and technical assistance to City management and staff, commissions, committees, and the public; represent the department on various committees; discuss and explain department plans, programs and projects at public and community meetings, legislative and administrative hearings, and related functions.

Attend conferences, meetings, and seminars to keep informed of new developments; confer with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies.

The Engineering Manager may act for the Director as assigned.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Write effective reports and explain complex engineering projects and ideas in a manner that is understandable to those with little or no engineering background.

Use Microsoft Office, or the current accepted system, proficiently, and develop computer applications related to traffic engineering analysis.

Apply advanced mathematical concepts and knowledge of engineering principles and techniques to solutions.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must 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 ability to adjust focus. The employee is occasionally exposed to heat, cold, wind and extreme rain events; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration; to climb ladders, stairs, scaffolds, work around

traffic; enter confined spaces; reach above the shoulder, twist and turn, kneel, bend and lift. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of civil engineering.

Methods and techniques used for planning and engineering studies, and the design and construction of municipal facilities and infrastructure.

Current developments and information on facilities and infrastructure management practices, including principles and practices of sound financial management.

Maintenance and operation of City infrastructure, facilities and equipment.

Methods and techniques of field data collection, tabulation, and analysis.

Federal, state, and local regulatory requirements, including applicable codes, ordinances, regulations, and guidelines; principles of grant funding application and administration.

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

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, or a closely related field.

Experience:

Five years of related experience, or training, education and experience that would be equivalent to five years of experience. A minimum of two years in a managerial or supervisory capacity is required.

Certifications/Licenses:

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

Registration as a Professional Civil Engineer in the State of California.

Established: 03/90

Resolution #:

Revised: 06/05/06

Resolution#: 2006-095 N.C.S.

Department: Public Works

FLSA Status: Exempt