



City Engineer

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the Director of Public Works, directs, manages, supervises, and coordinates the activities and operations of the Engineering Division within the Public Works Department including capital improvement projects, development projects, and a variety of other engineering related services and activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works.

IDENTIFYING CHARACTERISTICS

The City Engineer is considered a Division Manager with responsibility for the management of a Division that includes line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. A Division Manager is also responsible for the development, administration, and control of the associated budget(s).

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Public Works Department's Engineering Division including capital improvement projects, development projects, and the full range of other engineering related services and activities.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for engineering staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

City of Placerville
City Engineer

5. Estimates staff time, equipment, and materials needed for planned projects; orders necessary supplies and equipment.
6. Selects, trains, motivates, and evaluates assigned engineering personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
8. Plans and oversees construction of City facilities and construction inspection activities; ensures activities are in compliance with applicable codes, plans and City standards.
9. Supervises, coordinates, and reviews Engineering Division projects including major capital improvement projects; oversees the preparation of plans and specifications; oversees and ensures specifications meet design standards; oversees and ensures the accurate calculation of quantity, quality, and cost of materials; oversees contract administration; oversees and participates in troubleshooting and resolving design problems in final design.
10. Oversees and ensures conformance of all City services and activities with appropriate federal, state, and local laws, codes, and regulations.
11. Oversees, monitors, and updates schedules for the surveying, design, right-of-way/easement acquisition, and construction of Public Works capital improvement projects and other projects.
12. Negotiates and administers contracts with outside contractors; resolves problems and complaints as necessary.
13. Reviews and signs engineering plan for CIP and development projects.
14. Directs and participates in the preparation, development and evaluation of technical studies, reports and analyses related to Public Works Department activities; analyzes and evaluates study results.
15. Serves as the liaison for the Public Work's Engineering Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence including those to the City Council, Planning Commission, Traffic Safety Committee, and other commissions and committees as needed.
17. Provides responsible staff assistance to the Public Works Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public works engineering programs, policies, and procedures as appropriate.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of engineering.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
20. Serves as acting Public Works Director as assigned.

21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics, services, and activities of a comprehensive engineering program.
2. Principles and practices of program development and administration.
3. Principles and practices of municipal budget preparation and administration.
4. Project cost estimating and expenditure control principles and practices.
5. Principles of supervision, training, and performance evaluation.
6. Advanced principles and practices of capital improvement project management and coordination.
7. Advanced concepts, theories, principles and practices of engineering.
8. Principles and practices of contract administration.
9. Mathematical principles as applied to civil engineering work.
10. Modern office procedures, methods, and equipment including computers and supporting software applications.
11. Principles of business letter writing and report preparation.
12. Occupational hazards and standard safety precautions.
13. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Oversee and participate in the management of a comprehensive engineering program.
2. Oversee, direct, and coordinate the work of lower level staff.
3. Select, supervise, train, and evaluate staff.
4. Participate in the development and administration of division goals, objectives, and procedures.
5. Prepare and administer large program budgets.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
7. Research, analyze, and evaluate new service delivery methods and techniques.

8. Interpret and apply federal, state, and local policies, laws, and regulations.
9. Ensure adherence to established safety rules, regulations and guidelines.
10. Develop, review, and approve construction standards, plans, and specifications.
11. Prepare accurate descriptions of project requirements.
12. Understand and interpret complex engineering construction plans, specifications, and other contract documents.
13. Negotiate and administer contracts.
14. Oversees and participate in the conduct of comprehensive engineering studies and prepare reports with appropriate recommendations.
15. Perform technical research and solve difficult engineering problems.
16. Make advanced engineering design computations.
17. Develop, review, and modify engineering and construction drawings, plans, and specifications.
18. Manage multiple complex engineering projects.
19. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
20. Communicate clearly and concisely, both orally and in writing.
21. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or related field. Additional course work in Public Administration is highly desirable.

Experience:

Five years of increasingly responsible professional civil engineering experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.
Possession of valid Registration as a Professional Civil Engineer in the State of California

City of Placerville
City Engineer

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

Environment:

Standard office setting and outdoor field environment; travel from site to site; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to climb up or down on ladders, to reach, twist, turn, kneel, bend, stoop, squat, grasp, and make repetitive hand movements; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned transportation; and to verbally communicate to exchange information

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established: Date
Date Revised: June, 2004
Johnson & Associates