



## ATTACHMENT 3

### City of Manteca ASSISTANT DIRECTOR OF ENGINEERING

Class Spec Code	###	Established Date	February 3, 2026
Occupational Group	At-Will	FLSA	Exempt

#### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Engineering Department, including engineering, capital improvement projects, traffic operations, private development project review, Geographic Information System (GIS), and engineering support services; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Assistant City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant City Manager. Exercises supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is an assistant department director classification that oversees, directs, and participates in all activities of the Engineering Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. Under the guidance of the Assistant City Manager, the incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assumes management responsibility for all Engineering Department programs, services, and activities including capital improvement projects, traffic operations, private development review, Geographic Information System (GIS), engineering support services, and related program areas.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Evaluates the need for and develops, plans, and schedules for long-term engineering programs.
- Reviews the designs, materials, and processes proposed in connection with new construction or major repairs for City facilities and improvements; prepares and/or reviews ordinances for City Council consideration.
- Confers with engineers, developers, architects, and a variety of outside agencies and the public in acquiring information and coordination of capital improvement projects and related matters; provides information regarding these matters.

- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Provides specialized administrative support for grant applications and the oversight of funds and program activities.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts various departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and community development; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant City Manager.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Oversight of education, outreach and social media of assigned areas.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.

- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Modern principles and practices of civil engineering design and construction.
- Principles and practices of development services including preparation of installation agreements and fee/credit analysis.
- Modern principles of real estate management including purchase, sale, leasing, and encroachment permits.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Grant administration and implementation.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and ongoing developments, current literature, and sources of information related to the operations of the assigned department.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Oversight of education, outreach and social media of assigned areas.
- Performs other duties as assigned.

**Education and Experience:**

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil or structural engineering or related field.

Experience:

- At least seven (7) years of increasingly responsible professional experience in engineering design or construction experience, including three (3) years of supervisory or management experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certificate of Registration as a Civil Engineer in California, to be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas 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 up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

### **WORKING CONDITIONS**

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).