



<b>DIRECTOR OF ENGINEERING/CITY ENGINEER</b>			
<b>DEPARTMENT:</b>	ENGINEERING	<b>CLASSIFICATION:</b>	EXEMPT/AT-WILL
<b>CREATED/ UPDATED:</b>	MARCH 2020	<b>PAY GRADE:</b>	69 - CONTRACT

**JOB SUMMARY**

Under general direction of the City Manager, serves as an integral member of the Executive Management Team; oversees planning, design, and construction for new traffic and transportation, water treatment and distribution, wastewater collection and treatment, drainage and stormwater control and other infrastructure projects; administers the subdivision review process; participates in site plan review; manages the City’s Capital Improvement Program; and performs related duties as required.

**SUPERVISION EXERCISED/RECEIVED**

Receives general direction from the City Manager. Exercises general direction over professional, para-professional, technical and clerical staff as assigned.

**ESSENTIAL DUTIES**

Provide staff assistance to the City Manager, prepare and present staff reports and other necessary correspondence.

Assume full management responsibility for all engineering department activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Recommends capital improvement projects; assigns and reviews capital improvement projects.

Coordinates planning, surveying, design, and construction of roadways, utility and drainage systems, water and wastewater treatment, and grading and erosion control plans.

Makes decisions on design, construction and adequacy of the City’s infrastructure; determines compliance of construction work; identifies needs and options for improvements.

Oversees engineering and construction contracts, writes staff reports and makes presentations to the Council for related agenda items.

Represent the Engineering Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the operation and maintenance of the City's infrastructure; incorporate new developments as appropriate.

Review all new development maps and construction plans.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering, engineering, construction management, public administration, business administration, or a closely related field. A Master's Degree in a related field is highly desirable.

### **Experience:**

A minimum of six years of increasingly responsible professional level administrative public sector experience in the analysis of administrative concerns, including the development and implementation of administrative or operational programs, policies and procedures. Three years of supervisory experience required.

### **Certifications:**

Possession of registration as a Civil Engineer by the California State Board of Registration for Professional Engineers.

Possession of a California Class "C" drivers license.

### **Knowledge, Skills & Abilities:**

Knowledge of:

- Principles and practices of municipal engineering, streets, and traffic.
- Operations, services and activities of a comprehensive engineering services operations program.
- Principles and practices of contract administration.
- Principles and practices of supervision, training and performance evaluations.

- MS Office software; familiarity with CAD and GIS based programs.

Ability to:

- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large complex budgets.
- Read and interpret construction plans and drawings.

## SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.