

## ASSISTANT 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, directs, manages, supervises, and coordinates the activities and operations of the Engineering & Development Services and Capital Improvement Divisions within the Public Works Department including land development, traffic and transportation engineering, and capital projects engineering; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

### **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. Assume management responsibility for the City engineering services and activities performed by the Engineering & Development Services and Capital Improvement Divisions including land development, engineering design and administration of the Subdivision Map Act, traffic and transportation engineering activities, implement design and construction of all capital improvement projects by staff or consultant engineers; the City's storm water program (NPDES); the City's Assessment Districts; and the City's construction inspection program.
2. Perform advanced levels of traffic engineering studies; complaint investigation; plan review; signal system design, monitoring and control; field engineering and inspection of signals and other traffic control devices.
3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plan, direct, coordinate, and review the work plan for engineering staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Select, train, motivate, and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of each division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
8. Coordinate activities with planners, building inspectors and other City staff; to advise the Planning Commission and other City boards and commissions.
9. Oversee all activities related to subdivision plan checking; improvement construction; traffic engineering; the storm water program; design and construction activities; and contract proposals

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for activities involved in the City's engineering and construction activities; and insure the overall quality of professional engineering.

10. Conduct comprehensive engineering analysis of land development, traffic, and storm water related problems.
11. Establish benefit districts within the City and determine how costs will be distributed.
12. Plan and track projects.
13. Establish and maintain liaison with appropriate governmental agencies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and technical standards affecting engineering activities; negotiate solutions to disputes between the City and developers or other parties.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence; make presentations to the City Council, Planning Commission, Design Review Board and other groups as necessary.
15. Provide responsible staff assistance to the department Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to engineering programs, policies, and procedures as appropriate.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of transportation and land development engineering; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. May act as Director of Public Works/City Engineer in the Director's absence.
19. Perform 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:**

- Operational characteristics, services, and activities of a land development engineering program.
- Principles and practices of civil engineering, including planning, plan checking, construction, and inspection.
- Principles and practices of program development and administration.
- Advanced principles and practices of traffic and transportation engineering, design, operation, and maintenance.
- Principles and practices of civil engineering, including their application to the design, construction and inspection of municipal public works.
- Principles and laws governing public works contract administration and public safety.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of public relations.

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- Land development including planning and analysis of engineering systems needed for the use of land including streets, highways, sewage, water facility, storm drains, grading, land use and utilities.
- Construction inspection, materials and methods.
- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive land development engineering program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer assessment districts and land-based financing districts.
- Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.
- Deal tactfully and effectively with the public, staff, other public and private agencies, contractors and private engineers.
- Make complex structural, hydraulic, traffic and other engineering calculations
- Make clear, concise and accurate public oral presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:**

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

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of Registration as a Professional Civil Engineer in the State of California, or if a registered Civil Engineer in another state, the ability to obtain registration as a Civil Engineer in the State of California within one (1) year of appointment.

Possession of registration as a Professional Traffic Engineer in the State of California is desirable.

Possession of registration as a Practicing Land Surveyor in the State of California is desirable.

**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:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

April 1992

Revised: June 1997; December 2012; September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.