

DEPUTY CITY ENGINEER

DEFINITION

Under general direction, performs advanced project engineering functions for high profile projects; and provides highly responsible and complex administrative support to the Director and/or Assistant Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Director or Assistant Director. May exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Deputy City Engineer is responsible for managing high profile engineering projects. The Deputy City Engineer is distinguished from the Projects Administrator classification by requiring registration as a Professional Engineer as well as the responsibility for the higher profile engineering projects. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Performs advanced level project engineering management functions for high profile projects; reviews project proposal to determine project goals, scope of work, staffing requirements, schedules, budgets, procedures for accomplishing projects, and allotment of available resources for various phases of the projects.

Manages and coordinates activities of the project to ensure project progresses on schedule within prescribed budget, and within project specifications; provides technical advice and resolves problems; conducts meetings to ensure adequate communication of project status.

Performs periodic review of work to ensure that the work is satisfactory and is completed according to plan.

Interfaces with stakeholders such as management, City Council, peers, project staff, and consultants as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.

Prepares project reports for the City Council, management, outside agencies, and others; makes presentations as necessary.

Consistent with City purchasing guidelines, negotiates and completes various contracts developed for consultants and other outside service providers.

Manages the selection of outside consultants; oversees the bid, proposal, and purchase recommendation process for projects; solicits proposals; reviews proposals; selects consultants; establishes schedule and performance criteria.

Works with, monitors and reviews consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans and specifications.

Reviews project documents such as plans, specifications, studies, and estimates.

Prepares special engineering studies and reports.

Coordinates assigned project activities with those of other departments, divisions, and outside agencies and organizations; provides staff assistance to the Assistant Director; prepares and presents staff reports and other necessary correspondence.

Serves as the Owner's Representative for the City on high priority projects.

Serves as staff to a variety of City Commissions, boards, and committees on public works engineering matters.

Assists the Director in explaining and interpreting engineering projects and proposals to City officials, community groups, local business owners, and the general public.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of project management and administration.

Advanced methods, materials, and techniques used in the design and construction of projects.

Modern and complex principles and practices of civil engineering.

Methods and techniques of contract negotiations and administration.

Principles and practices of project budget preparation and control.

Methods and techniques of engineering plan review and analysis.

Methods and techniques of conducting site and field investigation.

Engineering maps and records.

Principles and practices of complex project schedule preparation and control.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state and local laws, rules and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Operate AutoCAD effectively.

Ability to:

Plan, organize, direct, coordinate, and evaluate assigned high profile projects.

Work collaboratively with community groups, boards, commissions and City Council to achieve desired goals.

Prepare, review, interpret, and analyze engineering plans, drawings, specifications, contract documents, bid documents, and engineering reports for conformance to professional standards, contract obligations and approved budgets.

Respond to questions and inquiries from a variety of sources regarding projects.

Interpret and explain projects to the business community and the general public.

Ensure compliance with applicable rules, regulations, and codes.

Inspect projects for conformance with plans and specifications.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

Prepare and manage complex project schedules.

Prepare clear and concise reports.

Work cooperatively with other departments, City officials, and outside agencies.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in engineering or a closely related field; and

Experience:

Four years of increasingly responsible engineering/project management experience.

Special Requirements:

Registration as a Professional Engineer by the State of California.

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____