

CITY ENGINEER

Class Definition

To plan, assign, direct, and review the Engineering activities and to provide professional and technical assistance to the Director of Public Works.

Distinguishing Characteristics

General direction is provided by the Director of Public Works.

Responsibilities include the direct and indirect supervision of supervisory, professional, technical, and clerical personnel.

Typical Tasks

Depending upon assignment, duties may include, but are not limited to, the following:

Develop and implement City goals, objectives, policies and priorities.

Supervise, coordinate and review the work of subordinate supervisors.

Supervise the development of plans and estimates for construction and major repair of public works systems.

Confer with subordinates regarding project priorities and progress.

Supervise, and participate in, the preparation of capital improvement programs and budgets.

Review and sign engineering drawings, work orders, and purchase orders.

Supervise, and participate in, the preparation of special engineering studies and reports.

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

Coordinate Engineering activities with other City departments, divisions and sections, and with outside agencies.

Assist Director in explaining and interpreting engineering problems and proposals to City officials, other agencies and the general public.

Assist in the evaluation, selection, and supervision of professional consultants.

Supervise and participate in the preparation of the budget.

Prepare and present agenda items to the City Council.

Prepare periodic project status reports.

Select, supervise, train and evaluate supervisory, professional and technical subordinates.

Perform related duties as assigned.

Knowledge, Abilities and Skills

Considerable knowledge of principles and practices of public works engineering.

Considerable knowledge of methods and techniques used in the design and construction of a wide variety of public works projects.

Considerable knowledge of modern developments, current literature and sources of information regarding public works engineering.

Considerable knowledge of applicable federal and state laws and regulations.

Considerable knowledge of applicable laws and regulatory codes related to development and construction.

Knowledge of principles and practices of organization, administration, budget and human resources management.

Ability to plan, direct, and coordinate major public works engineering projects.

Ability to deal effectively with the general public, community groups, and public officials.

Ability to communicate effectively, orally and in writing.

Ability to supervise the preparation of specifications, cost estimates, work schedules, plans, maps and reports.

Ability to make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities.

Ability to supervise, train and evaluate supervisory, professional and technical subordinates.

Minimum Qualifications

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of experience in the performance of professional engineering work in the public works field, including two years of supervisory experience.

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

Necessary Special Requirement

Possession of a Certificate of Registration as a professional Civil Engineer in the State of California.

APPROVED: (Signature on File)
Director of Administrative Services

DATE: 12/04/1998