

LICENSED ENGINEER MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of an engineering work unit; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex staff assistance to a Director and/or Assistant Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

The Licensed Engineer Manager classification is responsible for managing operations in an assigned department. Reporting to an Assistant Director, the Licensed Engineer Manager provides professional and technical staff assistance and exercises independent judgment relating to the performance, coordination and evaluation of staff. 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:

Plans, organizes and manages the activities of an engineering work unit; ensures that all services and activities adhere to approved City policies and procedures.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, manages, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Supervises staff engaged in the engineering activities for compliance with the provisions

of the Municipal Code, City policies, standards and practices.

Prepares and administers the section budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Consults with developers, project representatives and the public on project requirements and processes.

Performs a variety of administrative duties including checking and responding to email and mail; responds to issues and inquiries from contractors, staff, citizens, and service organizations as necessary.

Monitors work and project flow schedules for assigned maintenance section; reassigns maintenance staff as needed to accomplish specialized maintenance projects, handle emergencies, or address other staffing needs.

Inspects facilities and infrastructures; visits work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.

Manages assigned capital improvement projects from inception through completion including reviewing and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, and performing other project management activities; may oversee related contracts.

Serves as the liaison for assigned section with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Provides responsible staff assistance to the Assistant Director and/or Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in assigned field; incorporates new developments as appropriate.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

May represent the Assistant Director and/or Director in operational matters.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of the assigned engineering section.

Principles and practices of program development and administration.

Engineering principles and practices relating to the preparation and evaluation of plans, specifications and estimates for public construction.

Materials, methods, practices and equipment used in assigned field.

Methods and techniques of conducting on-site work inspections.

Principles and practices of contract administration.

Principles and practices of construction project management and property management.

Operational characteristics of a variety of maintenance and repair equipment and tools.

Occupational hazards and standard safety practices.

Consultant selection, contract negotiation, and management of consultant contracts.

Principles of supervision, training, and performance evaluation.

Principles and practices of budget preparation and administration.

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, codes, and regulations.

Skill/Ability to:

Oversee and participate in the management of the assigned engineering section.

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 program budgets.

Read and interpret complex plans and specifications.

Exercise initiative and mature judgment in a variety of complex situations.

Evaluate work methods and devise solutions to construction and maintenance problems.

Prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

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.

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.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a bachelor's degree from an accredited college or university in engineering, construction, public administration, or a closely related field.

Experience:

Four (4) years of experience equivalent to a Licensed Professional Engineer. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two (2) years.

Special Requirements:

Valid registration as a Professional Engineer by the State of California at time of application.

Possession and continued maintenance of a valid California Driver's License may be required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs.

1. Utilities Engineering
2. Public Works Engineering

APPROVED: _____ (Signature on File)
Interim Director of Personnel Services

DATE: 9/14/2023

NEW: JTC:bn: 8/1/18
Revised: JTC:scm 12/10/18
Retitled: 7/31/2023
Revised: TJM:vp 9/14/2023