

## **CHIEF OF PLANNING, ENGINEERING AND ENVIRONMENTAL COMPLIANCE**

### **Definition**

Under general direction of the Deputy City Manager, Plans and Public Works, directs, plans, provides supervision and coordinates the work of the Planning and Engineering Division of the Plans and Public Works Department; directs and manages engineering operations; coordinates activities with other departments, governmental agencies and outside organizations; serves as the primary staff person to the Planning Commission; coordinates the development review process, particularly with respect to the Planning Commission, Architectural Review Committee, and Historic Preservation Commission; to be responsible for presentations made to the Planning Commission; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Chief of Planning, Engineering and Environmental Compliance is a single-position class at the management level and performs diverse work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for direct and indirect supervision over professional, technical, supervisory and clerical employees as assigned.

### **Examples of Duties**

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

Serves as administrative head of the Planning and Engineering Division; and represents the Division on planning, engineering and environmental issues before the public, City Council, other boards and commissions, other City departments and other public agencies.

Functions as part of a management team with other Division managers to establish goals, objectives and policies for the management of the Department; prepares and coordinates the budget for the Division; manage and/or supervise the activities of the Planning and Engineering Division, including:

- Preparation and review of plans, estimates, and contract documents for assigned capital projects and for surveying, mapping, research, description of rights-of-way, and maintenance of control records; confer with local and other

governmental officials on engineering problems; direct the safekeeping of adequate engineering records, maps, field notes, and memoranda;

- Serve as staff advisor to the Planning Commission when necessary; oversee and participate in environmental review, code revisions, plan formulations and implementation, redevelopment plans and special reports; establish, improve and coordinate the development processing procedures of the City; see that coordination for development processing functions is maintained between various City departments, outside governmental agencies, citizens groups, and Commissions; assist in the formulation of a long-range program of public improvements;
- Oversee and prepare or direct preparation of reports and recommendations to the City Council, Planning Commission, and other boards and commissions; review legislation and legal opinion that may affect Division matters; make recommendations on planning or zoning related issues to the Deputy City Manager, Plans and Public Works, City Manager, and public officials; meet with and advise developers and general public regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices;
- Serve as Acting Deputy City Manager Plans and Public Works as required; prepare and administer various Federal and State grant programs; represent the City and assist in preparation of studies with regional planning and engineering groups and organizations; administer and supervise work performed by contract professional consultants; supervise, train and evaluate professional, technical and clerical subordinates; perform related duties as assigned.
- Direct and participate in the preparation, development and evaluation of technical studies, reports and analyses related to Planning and Engineering Division activities; analyze and evaluate study results; and perform related duties as required.

## **Employment Standards**

### **Experience and Education**

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:

*Experience:* Five years of experience in the field of urban planning, zoning administration or administrative public works engineering, including at least three years in a supervisory capacity.

*Education:* Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, civil engineering or related field considered useful in City planning and engineering. A Master's degree is highly desirable and may be substituted for one year of professional experience.

### **Knowledge and Abilities**

*Knowledge of:* Principles of organization, administration, budget, and personnel management; principles, practices and trends of urban planning and/or civil engineering and surveying; legal, financial and public relations problems associated with a planning and public works division; purposes, policies and procedures of the City Council, and other local and regional governing bodies concerned with public planning and engineering; environmental impacts of changes in land use; statistical and research methods as applied to the collection, organization, and presentation of data regarding public planning and engineering issues; graphic illustration and presentation; laws, rules, ordinances and codes related to public planning and engineering functions and applicable laws and regulatory codes related to development and construction of public works with specific emphasis on the California Environmental Quality Act, Subdivision Map Act and subdivision procedures and the California Coastal Commission as well as other current regulations/requirements such as ASBS, WDR and NPDS

*Ability to:* Supervise, train and evaluate professional, technical and clerical subordinates; participate in, and plan and direct the work of professional and technical staff in compilation of technical and statistical data, research and the preparation of studies, technical papers, ordinances and resolutions; establish and maintain effective working relationships with the public, City officials, employees, contractors, and members of the public, City Council, Planning Commission, and other City boards and commissions and outside governmental agencies; communicate clearly and concisely, orally and in writing; oversee the preparation of and analyze planning studies and communicate findings of these studies in an understandable manner; oversee complex engineering calculations and preparation of engineering plans and specifications; supervise the preparation of engineering records and prepare comprehensive technical reports; manage automated activities using tools such as Autocad, AM and GIS software, Office related software such as word processing, spreadsheet, presentation, report writer software

### **License/Certificate**

Must possess a valid California Driver's License at time of appointment and have an acceptable driving record. Possession of Certificate of Registration as a Professional Civil Engineer in the State of California highly desired and/or professional certification of American Institute of Certified Planners is highly desired.