

## **CITY ENGINEER**

### **Definition**

To plan, assign, supervise, and review the work of the Engineering Division of the Engineering and Maintenance Department.

### **Supervision Received and Exercised**

General direction is provided by the Public Works Director. Assignment includes direct and indirect supervision over professional, technical, and clerical staff. Responsible for all engineering documents prepared by the Engineering Division when required to be signed by a "Registered Civil Engineer".

### **Examples of Duties**

Duties may include, but are not limited to, the following: assist in the development and implementation of goals, objectives, policies and priorities; may act as the Director of Engineering and Maintenance in his absence; plan, organize, and supervise the function of the Engineering Division; responsible for the supervision, 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; technical advisor to the City Council, City Manager, and department heads on engineering problems; assist in the formulation of a long-range program of public improvements; prepare and administer the Engineering Division budget; select, supervise, train, and evaluate assigned personnel; develop necessary automation support for engineering activities; represent the City and the Director of Engineering and Maintenance on engineering matters with other agencies; exercise tact and judgment in reviewing matters of developments, right-of-way, encroachments, and related issues with citizens upon citizen request, whether or not directly related to a permit application; responsible for and signs legal documents and maps as City Engineer, Public Works Director, Superintendent of Streets, and Engineer-of-work for assessment districts when the person holding these titles is required to be a Registered Civil Engineer; perform related duties as assigned.

## **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:* At least five (5) years of progressively responsible supervisory and administrative public works engineering experience.

*Education:* Equivalent to a bachelor's Degree from an accredited college or university with major course work in Civil Engineering.

### **Knowledge and Abilities**

*Knowledge of:* Principles and practices of civil engineering and surveying; principles of organization, administration, budget, and personnel management; legal, financial, and public relations problems associated with a public works department; investigation, design, and construction of public works projects; Subdivision Map Act and subdivision procedures; applicable laws and regulatory codes related to development and construction of public works, including harbors, marinas and wharves; recent developments, current literature, and sources of information regarding civil engineering.

*Ability to:* Establish and maintain effective relationships with City officials, employees, contractors, and members of the public; make complex engineering calculations and to prepare engineering plans and specifications; supervise the preparation of engineering records and prepare comprehensive technical reports; communicate clearly and concisely, orally and in writing; supervise, train, and evaluate professional and technical subordinates; manage automated engineering activities using tools such as Autocad, DCA, Lietz total Station, GIS, pavement Management, Database, Lotus, etc..

*Qualified to* sign legal descriptions, subdivision maps, records of survey, etc.

### **License Required**

Possession of Certificate of Registration as a professional civil engineer in the State of California. Possession of an appropriate valid California motor vehicle operator's license.