

ENGINEERING DIVISION MANAGER

DEFINITION

Under general direction, to plan, supervise, direct, monitor, and measure performance of assigned staff, and to supervise the work of the engineering division of the Public Works Department which includes design and construction engineering, traffic engineering, and development/encroachment engineering; coordinates the work of the engineering division with other divisions within the department and with other City departments; coordinates City capital improvement projects and department data processing activities; may act for and on behalf of the Public Works Director in his/her absence; and performs related duties as assigned. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This class is an upper level management position in the Public Works Department. The position is responsible for the engineering division and performs a number of duties affecting all departments. These duties require extensive external contacts and working relationships. The Engineering Division Manager may act as Public Works Director and/or the City Engineer in the director's absence and is expected to possess extensive technical knowledge of engineering, public works administration, and the City's public works infrastructure. Incumbents in this class are subject to twenty-four hour "call out."

REPORTS TO

Assistant City Manager/Community Development Director or as assigned.

CLASSIFICATIONS SUPERVISED

Civil Engineering Associate, Civil Engineering Assistant, and other assigned staff.

ESSENTIAL FUNCTIONS

Plans and organizes the operations and activities of the engineering division; develops and implements goals, objectives, policies, and priorities; prepares and coordinates the City's Capital Improvement Program; assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions; administers the development impact fee program; directs all aspects of rights-of-ways and easement acquisitions and abandonments; prepares and writes general correspondence, special reports and studies, and Council communications; makes presentations to the City Council official bodies and community groups regarding public works projects or topics; reviews and supervises the preparation, plans, and specifications for most City work including streets, sanitary sewer, storm drains, traffic signals, water mains, structures, City buildings, assessment districts, subdivisions, and

developments; supervises the review of subdivision maps and construction plans, parcel maps, and other development related documents; supervises the preparation of construction grant applications; reviews building plans and occupancy permits for conformance with public works requirements; supervises personnel involved in traffic engineering; reviews and approves City Council communications regarding all aspects of traffic: parking, traffic signals, speed zones, signing, parking, etc.; supervises personnel involved in the planning, design, and construction administration of public works projects including development of standards and specifications; supervises engineers and sub-professional personnel in development of public works requirements on parcel maps, tentative subdivision maps, site plans, architectural reviews, committee reviews, use permits, etc.; and plans and directs the division's use of data processing and technical computer applications including computer aided drafting, surveying, analysis, and system utility modes. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work may be performed outside in varying temperatures; frequent contact with staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles, practices, and methods of civil engineering as applied to the planning, designing, and construction of municipal public works projects.
- Laws and regulations relating to public works and Subdivision Map Act requirements.
- Design principles required in planning public works projects; principles of mechanical, structural, and traffic engineering and surveying; and field survey and construction practices as they apply to the design and construction of public works projects.
- Municipal public works administration.
- Public financing of public works projects and assessment district engineering.
- Principles of management and supervision.
- Safety principles, practices, and procedures.

Ability to:

- Communicate effectively, both orally and in writing.

- Analyze division's operations and recommend improvements.
- Establish and maintain effective work relationships with contractors, developers, private engineers, general public, and staff.
- Analyze and interpret federal and state regulations pertaining to the engineering division.
- Prepare and review plans, specifications, and engineer's estimates.
- Plan, assign, direct, and coordinate the work of subordinate personnel.
- Write reports; prepare project budgets and engineering cost estimates.
- Assist with budget development and expenditure controls.

Training and Experience:

- Four (4) years of increasingly responsible office and field experience in civil engineering, preferably with four (4) years in the design and construction of public works improvements including at least two (2) years of experience in an administrative or supervisory capacity.

SPECIAL REQUIREMENTS

- Possession of a Certificate of Registration as a Civil Engineer and/or Land Surveyor issued by the California Board of Registration for Professional Engineers, or the ability to obtain one or both registrations within one (1) year of appointment.
- Possession of valid first aid and CPR certification issued by the American Red Cross.
- Possession of, or ability to obtain, appropriate certification and licenses as designated by the City of Atwater.

Education:

- Graduation from an accredited college or university with a Bachelor's of Science degree in civil engineering or related field.

License:

- Possession of a valid California driver's license.

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