

PROJECT ENGINEER

DEFINITION

Under administrative direction, to plan, organize, and direct the City's engineering, construction management, and capital improvement activities; to serve as the City Engineer; to advise the Director of Community Development, the Public Works Director, the City Manager, and the City Council regarding engineering matters; and to perform related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Managers Unit.

DISTINGUISHING CHARACTERISTICS

This classification is a mid-management position responsible for the discrete sub-departmental organization component(s) and programs/functions involving the management and coordination of the citywide engineering and public works maintenance programs and functions. In addition, the job incumbent may have direct responsibilities for overseeing and directing the work of subordinate staff. This position differs from other positions involved in engineering functions in the broader responsibility for developing and implementing programs, systems, and procedures that affect the overall City operations and multiple departments and units. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

REPORTS TO

Community Development Director or as assigned.

CLASSIFICATIONS SUPERVISED

The Project Engineer may exercise direct and indirect supervision over professional, technical, and clerical personnel and positions as assigned.

ESSENTIAL FUNCTIONS

Assists the Community Development Director in planning, managing, and directing City engineering programs and projects; assists in developing Department goals and objectives; assists in the development and implementation of policies and procedures; plans, organizes, and directs assigned divisional activities; assists in the preparation of assigned division budget; assists in budget implementation and administration; participates in the forecast of additional funds needed for staff, equipment, materials, and supplies; performs the responsibilities of the City Engineer which includes approving and signing all tentative and final subdivision maps; coordinates and assists subordinate supervisors in evaluating development proposals; assists in the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs; plans and directs project management activities for a variety of

capital improvement projects including the preparation of plans, specifications and designs, estimates, schedules, inspections, and project monitoring; manages the review of and oversees the inspection of public works improvements; confers with developers and others to resolve issues relating to public improvement requirements for subdivisions; ensures adherence to codes, applicable laws, regulations, and guidelines relating to engineering activities; selects, oversees, and evaluates adequacy of consulting engineering services; prepares requests for proposal; and coordinates contract activities.

May be required to select, train, and evaluate personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination actions.

May be responsible to appear before City Council, Commissions, and numerous civic organizations representing the Department; coordinates Department activities with those of other departments and outside agencies and organizations; prepares, reviews, and presents staff reports and other necessary correspondence; maintains regular contact with consulting engineers, consulting project managers, construction project engineers, City, Council, state, federal agencies, professional and technical groups, and the general public regarding Department activities and services; builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies, and the public using principles of good customer service; provides effective conflict resolution as needed; models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions; attends assigned meetings and trainings; assures staff works in a safe manner; follows safety requirements and monitors compliance; and performs other duties as assigned. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; occasionally reach, twist, turn, kneel, bend, squat, and stoop; 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 office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of civil engineering as applied to the field of municipal public works including planning, development, design, and construction.
- Principles and practices of complete streets development and implementation.
- Principles and practices of policy development and implementation.
- Theories, principles, techniques, and equipment used in construction.
- Principles of leadership, motivation, team building, and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, state, and federal rules, regulations, and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Modern office procedures, methods, and computer equipment.
- Legal guidelines for public works engineering activities.
- Principles and practices of workplace safety.

Ability to:

- Organize, direct, and implement comprehensive engineering programs.
- Prepare and administer a budget.
- Supervise, train, and evaluate personnel.
- Interpret and explain Department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organizational goals.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Develop, interpret, and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Exercise sound, independent judgment within general policy guidelines.
- Plan, organize, direct, and coordinate a variety of functional specialties with overlapping work areas.
- Manage performance of a variety of technical and engineering research and prepare reports of findings.
- Effectively utilize personal computers, standard office software, and specialized engineering and project management software.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Thorough professional civil engineering experience including considerable managerial experience in the direction of varied capital improvement projects and programs; and eight years of experience in a managerial or supervisory capacity.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, or related field.

License:

- Possession of a valid California driver's license.
- Possession of current registration as a professional civil engineer in California.
- Registered Civil Engineer certification to include surveying or Civil Engineer and Land Surveyor registration to meet Subdivision Map Act requirements desirable at time of appointment.
- May be required to obtain Land Surveyor registration following appointment to position.

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