

## **CITY ENGINEER**

### **DEFINITION**

Under direction of the Community Development Director, plans, organizes, and directs the City's engineering, engineering management, and capital improvement activities and performs other related duties as required. This position is responsible for making recommendations on engineering matters related to development and/or infrastructure, including issues that might have a city-wide impact. Serves as Disaster Service Worker. This position is designated as Mid-Management for Labor Relations purposes and is considered exempt under Fair Labor Standards Act (FLSA).

### **DISTINGUISHING CHARACTERISTICS**

This position has a mid-management classification and has responsibility to the Community Development Director for advice and consultation on engineering matters and for the efficient operation of the engineering division, comprised of engineering, special projects, development review, construction management, and capital improvement projects. The City Engineer exercises supervision over other engineering staff, making assignments, setting priorities, training, preparing performance evaluations, and reviewing work. Positions in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines, department, and city objectives. Incumbents are expected to develop methods and procedures and solve problems encountered.

### **REPORTS TO**

Community Development Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Exercise direct and indirect supervision over professional, technical, maintenance, and clerical personnel.

### **ESSENTIAL FUNCTIONS**

- Reliable and dependable attendance and punctuality.
- Plans, coordinates, supervises, and participates in the activities of the engineering division, including comprehensive and transparent oversight of all public infrastructure per City standards and specifications.
- Assists in the development and implementation of goals, policies, procedures, and priorities.
- Provides professional and technical engineering support services.
- Oversees and participates in the review of private development proposals including subdivision and parcel maps, recommending for or against approval.
- Interprets and applies relevant codes, ordinances, rules, and regulations.
- Prepares and/or reviews improvement agreements.
- Supervises the preparation, updating, and maintenance of maps and records.
- Prepares and oversees the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects.

- Performs design work.
- Checks plans for accuracy, suitability, and completeness and makes recommendations for revision and improvement.
- Reviews specifications for composition and accuracy.
- Meets and confers with developers, contractors, engineers, and the general public relative to City policies, regulations, and procedures.
- Coordinates with internal and external stakeholders to resolve discrepancies and problem situations.
- Administers and/or oversees the administration of contracts.
- Reviews and approves payments and billings for contracted services.
- Oversees and participates in the review of projects under construction in the field.
- Resolves complaints and problems in the field between members of the public, inspectors and developers, contractors, and/or engineers.
- Coordinates activities with other departments and divisions as appropriate.
- Serves as staff to a variety of City and outside commissions, boards, and committees as assigned.
- Conducts special engineering studies.
- Prepares appropriate reports and analyses.
- Supervises, trains, and evaluates assigned technical staff.
- Prepares and administers the division budget.
- Assists in the preparation and administration of the Capital Improvement Budget.
- Prepares and presents reports at public meetings.
- Performs related duties as assigned.

**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- City, county, and state building codes.
- Principles of public administration.
- Capital improvement project, planning, development, and administration.
- Budget development, administration, and expenditure control.
- Time, materials, and cost estimating for maintenance and construction projects.
- Use of computers and computer applications in professional engineering and public works services and operations.
- Construction methods, materials, and procedures.
- Contract and grant development and administration.
- Principles of management, supervision, training, and employee evaluation.
- Principles, practices, and methods of engineering as applied to new development and construction of municipal public works projects.
- Applicable laws and regulatory codes related to development, design, and construction.
- Safety principles, practices, and procedures.

**Ability to:**

- Plan, manage, and oversee a variety of services, projects, and programs.

- Gather, organize, and analyze data, preparing a variety of reports.
- Use a computer and appropriate software in performing professional management and public works administrative responsibilities.
- Communicate effectively, both orally and in writing.
- Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction.
- Independently apply good judgment and make sound decisions in accordance with established policies and procedures.
- Interpret, review, and analyze development proposals, plans, and specifications.
- Perform engineering computations and check, design, and supervise the construction of a variety of public work projects.
- Administer contracts.
- Prepare specifications and write technical reports.
- Establish and maintain effective relationships with those contacted in the course of work.
- 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 controls.

**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**

- Possession of, or the ability to obtain, a valid class C California driver's license.
- Possession of a valid certificate as a Civil Engineer issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG).
- Four (4) years of progressively responsible experience in civil engineering, including at least two (2) years in a supervisory or lead capacity involving both office and field work.

**DESIRABLE QUALIFICATIONS**

- Possession of a Land Surveyor Certificate issued by the California Department of Consumer Affairs BPELSG.

- Graduation from an accredited college or university with a Bachelor of Science degree in Civil Engineering, Planning, or equivalent.
- Training in public administration, finance, and economics, or closely related subjects.

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Rev. 05-19-25