



Department: Public Works
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FLSA Status: Exempt
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JOB TITLE: City Engineer

SUMMARY:

Participates in the administration, planning, organization, and coordination of an assigned section within the City's Engineering Division; performs directly related work as required. The principal function of an employee in this class is to participate in the administration, design, planning, organizing, and coordinating engineering projects, traffic engineering activities, and water and wastewater engineering activities. The work is performed under the direction of the City Manager, but autonomy is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee establish and maintain effective working relationships with others contacted in the course of work. The principal duties of this class are performed in a general office environment and at a variety of construction sites throughout the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Prepares and reviews projects plans, specifications, reports, and contractual documents, including verifying calculations, reviewing technical reports and analyses, and negotiating contractual documents with contractors and consultants;
- Plans and designs all phases of civil engineering Public Works construction projects, including defining the scope of the project, securing adequate funding, coordinating with permitting and public utility agencies, performing historical document research and review, engineering analysis of alternatives, preparing plans, specifications, and costs estimates, and other related planning and design work;
- Plans, coordinates, and implements a variety of capital improvement project programs in the areas, of street reconstruction and rehabilitation, storm drain, water distribution, sewer collection, pump station design, related infrastructure including serving as the principal engineer for the City's water and wastewater treatment facilities;
- Determines the scope of transportation projects, including preparing requests for proposals and contracts for consulting services, reviewing plans and studies of consulting traffic engineers and private contractors, making technical engineering decisions, ensuring compliance with technical criteria and City standards; prepares progress reports and maintaining records of changes and field notes;
- Prepares the development and implementation of department goals, objectives, policies, procedures, and work standards;



- Organizes workload and prepares work schedules for design and construction activities, including allocating resources to meet schedule requirements and determining scope of engineering projects;
- Coordinates planned improvements in order to reduce impacts on the public or in order to obtain specific permits;
- Participates in the Department's budget preparation, including preparing budget for all department expenditures for future fiscal years;
- Responds to complaints, requests, and information requests from the public concerning specific engineering functions, and takes appropriate action to ensure a timely and satisfactory resolution;
- Serves as a liaison to other agencies, departments, utilities, developers, and others to resolve issues related to assigned areas of responsibility;
- Prepares and authorizes payments to contractors, consultants, and suppliers;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Other related duties as assigned.

OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and to be effective and productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Bachelor's Degree in Civil Engineering, Business Administration, Management, or a related field; and
- Eight years supervisory background.
- Comprehensive knowledge of the principles and practices of municipal civil engineering related to all City engineering activities;
- Comprehensive knowledge of construction, design, and maintenance methods, materials, and equipment;
- Comprehensive knowledge of Federal, State, and local laws, regulations, and ordinances as related to engineering;
- Comprehensive knowledge of survey principles and practices;
- Thorough knowledge of complex mathematical principals, including trigonometry, calculus, and differential equations;
- Thorough knowledge of computer applications for engineering such as drafting, spreadsheets, word processing, and hydraulic and specialized engineering programs;
- Thorough knowledge of the organization and management of the Engineering Division and employees, including goal setting, program development and implementation, and employee supervision;
- Ability to prepare clear and concise reports;
- Ability to prepare project and departmental budgets;
- Ability to speak clearly and effectively at public presentations;
- Ability to research and evaluate issues, rules, and regulations;
- Ability to effectively supervise and direct the work of others;
- Ability to sign and stamp plans, drawings, calculations, and reports as a Registered Civil Engineer;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.



- Ability and knowledge of mechanical engineering relative to municipal operations including but not limited to:
 - Water and wastewater treatment plant mechanisms, controls, pumps piping, tanks, reservoirs and appurtenances.
 - Sewer pump station mechanical operations, pumps, piping, instrumentation and mechanical analysis.
 - Coordinate and integrate the mechanical features on construction projects through special site inspections of specific items for work.

PREFERRED QUALIFICATIONS:

- Ten (10) or more years of relevant experience in the field of Civil Engineering, equivalent in working capacity to the general position of Associate Civil Engineer.
- Municipal experience
- In-depth knowledge of general underground utility maintenance and repair techniques and procedures.
- In-depth knowledge of the general operation of water and wastewater utility systems.

Possess the ability to:

- Interact and communicate effectively with the public and other City employees, both orally and in writing.
- Perform complex civil engineering work involving major public works projects from design through completion.
- Make complex engineering computations.
- Perform technical research and prepare detailed engineering studies and reports.
- Provide reliable advice on engineering problems.
- Supervise others in a fair and effective manner.
- Establish and maintain effective working relationships.
- Participate in long-range planning for utility systems.
- Organize and maintain files, documents and records.
- Monitor and control budgets.
- Read, understand, and implement construction drawings, specifications, and schematics.
- Develop, recommend, interpret and explain department policies and procedures.
- Understand municipal laws and regulations regarding customer's use of utility services of the City.
- Perform math calculations quickly and accurately.
- Understand and follow oral and written instructions;

Possess the knowledge of:

- Civil Engineering principles and practices as related to water, wastewater, streets, storm drains, parks, facilities, and other related projects.



- Methods, materials, and techniques used in the construction of public works projects.
- City engineering policies and procedures.
- Applicable laws and regulatory codes relevant to design and construction of public works and land development projects.
- City's RWQCB Municipal Separate Storm Sewer System (MS4) permit and permit compliance requirements (registration as a Qualified SWPPP Developer is desirable).
- Effective supervisory principles and practices.
- Personal and jobsite safety principles and procedures.
- City policies, goals and objectives with respect to public works projects
- Principles, standards and practices of utility operations.
- Labor and prevailing wage laws.
- Caltrans Standard Specifications.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class A driver's license.
- Registration as a Professional Civil Engineer in the State of California or in another state that has reciprocity and must obtain California registration within one year of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Ability to identify and solve complex issues/problems.
- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 50 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Frequently exposed to outside weather conditions.
- Occasionally exposed to wet and/or unsanitary conditions
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.



- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.