

**COMMUNITY DEVELOPMENT DEPARTMENT
ENGINEERING DIVISION
CITY ENGINEER**

GENERAL DUTIES: Under general administrative direction of the Community Development Director, plan and supervise the activities of the Engineering Division, assist with engineering, planning, implementation and maintenance of City facilities and land development. Act in the absence of or at the discretion of the Director.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develop goals and objectives, organize, direct, advise and assist the activities of the Engineering Division, including the preparation of plans and specifications, engineering design, drafting, surveying, reduction of survey notes, public works inspections, corrective action on traffic problems and related public works office activities and field engineering. Make policy recommendations on City standards, and codes, regarding traffic, infrastructure and public works activities. Responsible for Engineering Division fixed asset inventory, water and sewer system inventory, fee schedule and State-mandated backflow prevention program.
2. Perform preliminary engineering review and consultation on various public and private projects with various developers and designers and project engineers, review maps, plans, specifications and projects for compliance with sound engineering practice and

existing laws, and reviews initial studies and environmental impact reports for adequate mitigation of infrastructure impacts.

3. Prepare and present comprehensive technical reports and economic analysis, including comprehensive Fee Schedule analysis and comparison studies, estimates for operational and capital budgets, manpower projections and traffic safety and engineering analyses. Compile annual Public Works Engineering Department fee schedule and listings of fees to build, plan and schedule long-range engineering, planning programs and environmental impact reports.
4. Maintain good public relations, receiving and answering public requests and concerns. Participate as a member of Development Review Group (DRG) and other inter-City and intra-City-related technical committees.
5. Participate in related training programs.
6. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. The use of surveying instruments.
2. The use of traffic counting instruments.
3. The use of drafting equipment.
4. The use of blueprint machines.
5. The use of plotting machines.
6. The use of safety equipment.
7. Effective staff report writing.
8. Customer service techniques.

KNOWLEDGE: Knowledge of :

1. Basic division and project level supervisory principles and practices.
2. Principles and practices of Public Works administration.
3. Principles and practices of contract administration in a public agency.
4. City public works and building codes, statutes, regulations, laws and internal standards as applies to public works projects.

5. Current trends and developments affecting various public works projects.
6. Modern principles and practices used in Civil engineering, traffic engineering and surveying.
7. Modern methods and techniques used in the design, construction, and maintenance of public works facilities.
8. Public Works construction materials and equipment.
9. Budgeting and scheduling principals, practices and techniques.
10. Subdivision Map Act.
11. Computer applications, including computer-aided drafting (CAD), word processing, data base, and Civil Engineering applications.

ABILITIES: Ability to:

1. Set division and project level goals and objectives; plan, assign and supervise the work of technical and professional staff.
2. Supervise, train and evaluate engineering staff.
3. Establish and maintain effective working relationships with elected officials, supervisors, co-workers, other departments, outside agencies, business and community groups, contractors and the general public.
4. Express ideas effectively in comprehensive written and oral presentations.
5. Prioritize workload of self and others and exercise sound judgement within established procedural guidelines.
6. Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.
7. Review land development plans for compliance with current law.
8. Establish project designs and specifications for solutions to problems.
9. Interpret engineering plans, specifications and contract documents.
10. Determine cost estimates of damaged infrastructure.
11. Assess individual field code violations and obtain compliance.
12. Use hand calculator and desktop computer.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer or ink jet printer
3. Telephone or cellphone
4. Copier
5. Calculator
6. Plan-copying machine
7. Facsimile machine
8. Lettering machine
9. Microfiche reader
10. Binding machine
11. Two-way radio
12. Polaroid or digital camera
13. Paper shredder
14. Paper cutter
15. Plans, maps and blueprints
16. Surveying instruments
17. Drafting equipment
18. Engineering tools and equipment
19. Presentation equipment, microphones, easels, overhead projectors, etc.
20. Specialized computer software
21. Automobile
22. Other related equipment

PHYSICAL DEMANDS:

When working in the field or in the office, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, traffic counters, two-way radios, blueprints, plans, files, books, binders and boxes of work-related material:

1. Sitting, for prolonged periods of time when working at a computer or attending meetings or seminars.
2. Walking, during site visits, inspections and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during Council meetings or at other public presentations.
4. Kneeling, when performing survey work or during site visits, inspections or enforcement activities.
5. Bending/stooping, when performing survey work or during site visits, inspections or enforcement activities.
6. Twisting, when performing survey work, during site visits, inspections or enforcements.
7. Reaching, when performing survey work, during site visits, inspections or enforcement activities.
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.

11. Driving
12. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, typewriter, telephone, fax machine, copier, adding machine, paper shredder, paper cutter, camera, microphone, overhead projector, easel, survey, drafting, or engineering equipment, automobile, etc.:

1. Seeing, colorvision necessary when reading plans, maps and other drawings.
2. Speaking
3. Hearing
4. Touching
5. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, linoleum, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise may occur during site visits or inspections.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by a vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection and enforcement activities.

HAZARDS:

During a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that manufacture or process various materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Under typical office conditions, mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, overhead projector, microphone, easel, adding machine, fax machine, paper shredder, paper cutter, etc.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelors degree in Civil Engineering.
2. Five years of progressively responsible civil engineering experience, at least 2 years of which were in a supervisory capacity.
3. Registration as a professional civil engineer issued by the State of California.
4. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.