

# CITY ENGINEER

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## **DEFINITION**

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Under general direction, plans, organizes and directs engineering as related to municipal public works including design of infrastructure, approval of improvement plans and final maps of survey; performs related duties as required.

## **DISTINGUISHING CHARACTERISTICS**

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This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

## **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (shown in italics) are those which are non-essential job functions for this class.*

1. Plans, assigns, supervises and performs professional engineering work in the design, construction and maintenance of public works.
2. Coordinates with the Director of Community Development and Services and City Manager in evaluating, developing, planning, and scheduling long range public works programs; assists in developing sources of funding for capital improvements.
3. Develops engineering budget and prepares various regular and special reports; prepares, implements, administers and enforces City ordinances related to engineering and building functions.
4. Supervises and participates in office and field engineering work as well as survey and drafting work in connection with the design and construction of public works projects; resolves problems of design, materials, and processes proposed in connection with new construction or major repair.
5. Acts as traffic engineer for the City; conducts engineering analysis of traffic conditions and accidents; determines placement and timing of traffic control devices; prepares grant applications for traffic system improvements.
6. Attends and participates in City Council meetings and other meetings with various civic and governmental agencies/officials; serves on various City and County committees.
7. Supervises and conducts files inspections of contracted construction work.
8. confers with supervisors, developers and members of various public groups on proposed projects and improvements.
9. May be assigned other profession and/or management responsibilities.

10. Represents and supports the policies and procedures established by the City Council, City Manager and Department Heads.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in civil engineering supplemented by coursework in supervision, budgeting, and public administration and five years experience in supervising professional engineering and related operations of a municipal public works program or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Modern principles and practices of municipal civil engineering; methods, systems, and standards of surveying and public works construction inspection; principles and practices of contract administration as related to engineering, design, and construction; principles and practices of effective supervision; budget development, office management, and policy and procedure development; principles and practices of traffic engineering.

### **Ability to:**

Plan, organize and direct the work of employees engaged in professional engineering and related technical and traffic operations activities including subordinate supervisory personnel; evaluate program needs and recommend alternative plans of action to meet such needs; plan, organize, develop and execute a divisional budget; adapt approved engineering methods and standards to the design of public works projects; communicate effectively both verbally and in writing; establish and maintain effective working relationships.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

Possession of or ability to obtain registration as a Civil Engineer or Land Surveyor in the State of California.

### **Physical Demands**

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and single pieces of paper and other references materials; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials; Moving from place to place within an office; some reaching for items above and below desk level.

## **WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Temperature fluctuations due to working in and out of odors on an occasional basis. Independent travel throughout the area is required.

Date Adopted: August 6, 1996