

**CLASS SPECIFICATION**  
**Engineering Division Manager/Assistant City Engineer**  
**(At-Will Employment)**

**GENERAL PURPOSE**

Under general direction, plans, organizes, integrates, oversees, evaluates and manages the operations, activities and staff of either the Land Development or Capital Projects division of the City's Public Works Department; plans, organizes, manages, oversees and coordinates multi-disciplinary, multiphase capital improvement projects from conceptual initiation through construction closeout; serves as the Assistant City Engineer; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent class is responsible for planning, managing, monitoring, overseeing, coordinating, integrating and evaluating the work of professional and technical staff in the Public Works Department's Capital Projects or Land Development Division. An incumbent is also responsible for planning, organizing, managing, overseeing and coordinating City-wide multi-disciplinary, multiphase capital improvement projects. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

Engineering Division Manager is distinguished from Senior Engineer, P.E. in that the incumbent in the former class is responsible for managing and directing the operations and staff of a full division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of an Engineering division; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; coordinates and integrates division functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual division budget.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, manages, oversees, directs, monitors, evaluates and integrates the operations, activities and staff of the Public Works Department's Capital Projects or Land Development division; manages and administers division operations, activities and programs in compliance with accepted federal, state and municipal standards governing City-funded capital improvement design and construction projects; prepares monthly and annual division performance measure documents.
5. Participates and provides review and recommendations for Developer Project Design Review Committees and Planning Commission meetings.
6. Serves as the Assistant City Engineer; as directed by the Department Director, advises and provides technical assistance to the City Council, City Manager, division staff and others on capital projects issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of capital projects programs and services; assists in the preparation of new City ordinances and the revision of existing ordinances.
7. Directs the preparation of and reviews requests for proposals for outside services; manages the consultant and contractor selection process; reviews consultant selection memos; reviews boilerplate revisions to specifications; reviews project reports and consultant plans for design, accuracy, scope of work, completeness and constructability; ensures the proper selection and supervision of consultants and contractors; drafts agreements and amendments for consultant services; negotiates, administers and manages contracts and agreements; monitors and enforces all contractual terms, obligations and requirements; reviews and recommends approval of payments; reviews and approves requests to release contractor retention.
8. Monitors and evaluates project progress; authorizes the purchase of materials and monitors work activities and expenditures to control costs; evaluates contract and budget change orders for cost and working day adjustments; reviews and approves recommended substitutions of materials; conducts regular project management meetings; prepares, reviews and submits regular project updates to other City divisions and the City Manager and for City briefings and publications.
9. Coordinates and integrates multi-phase design, development and construction projects with various regional, state or federal jurisdictions, as well as with special-interest groups, other stakeholders and the public; drafts interagency agreements for reimbursement and conveyance of easements; reviews and verifies rights-of-way procedures for projects to ensure proper acquisition.
10. Works with contractors, engineers, developers and others to resolve conflicts and facilitate solutions; inspects project sites to ensure compliance with project specifications and City policies and resolve issues.
11. Analyzes and responds to requests for information and complaints from other public and governmental agencies, community and business groups, citizens, the media and the public; represents the City and makes presentations at various meetings and public hearings.
12. Prepares reports, memoranda, letters and other documents regarding project issues for both internal and external distribution; ensures the maintenance of detailed records of project activities, findings, progress and results.
13. Ensures adequate division staff coverage and approves staff leave requests; reviews and approves timesheets to ensure correct time and project reporting; identifies and recommends approval of training classes for division staff; meets with staff to discuss and resolve outstanding issues; conducts regular division staff meetings.

## **OTHER DUTIES**

1. Attends a variety of training sessions, committees, conferences and seminars as assigned.
2. Prepares and reviews facilities maintenance requests.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of civil engineering, capital projects and project management as they apply to a public agency.
2. Principles and practices of municipal public works administration, planning and design.
3. Methods, materials and techniques for the design and construction of public works projects.
4. Theory, principles, practices and techniques of automated mapping and geographic information systems.
5. Capital project funding and budgeting, objective development and work planning/scheduling.
6. Practices of civil engineering, infrastructure design and construction.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility
8. Trends, approaches and problem-solving techniques used in capital projects design, construction, engineering, inspection and compliance processes.
9. Modern methods of construction and structural design concepts.
10. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
11. Research methods and analysis techniques.
12. Safety principles, requirements and procedures pertaining to division work practices.
13. Principles and practices of effective management and supervision.
14. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, direct, manage, coordinate and integrate the work of a division providing capital projects design and construction services.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.

5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

**Education, Training and Experience:**

A bachelor's degree in civil engineering, or a closely related field. A minimum of eight years of progressively responsible professional engineering experience; and at least three years of experience in a supervisory or program/project management capacity.

**Licenses; Certificates; Special Requirements:**

A current and valid certification as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the course of work.

## **WORK ENVIRONMENT**

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

The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.