



## JOB DESCRIPTION

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# **CITY ENGINEER**

## **DEFINITION**

Under administrative direction plans, directs and coordinates engineering activities; establishes policies and procedures; provides professional and technical staff assistance.

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Directs and participates in the development and implementation of goals, objectives, policies and procedures; supervises and participates in the preparation and implementation of the engineering budget.
2. Reviews and develops plans, engineering reports, budget estimates and proposed ordinances relating to engineering and reports to the City Council; administers, evaluates and recommends professional engineering contracts; may review and sign plans for Public Works improvements.
3. Directs, reviews and approves the engineering design, assessment spread and control, inspection and final approval functions.
4. Advises and otherwise provides assistance to the City Council, other City personnel and the public regarding issues related to engineering services and activities.
5. Organizes and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance.
6. Represents engineering or delegates such authority in relations with the community, advisory committees, local, state and federal agencies, other public works agencies and professional organizations; schedules public hearings and leads discussions regarding proposed engineering projects.
7. Responsible for the signing of subdivision maps and civil engineering drawings and reviewing legal descriptions, grant deeds, etc.
8. Assists the Public Works Director on traffic-related issues in the community.
9. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

## **QUALIFICATIONS/GUIDELINES**

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree in civil engineering, or a related field; and five years of progressively responsible related civil, municipal and traffic engineering experience, including or supplemented by three years of experience in an administrative or supervisory capacity within a public agency.



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### Knowledge, Skills and Abilities

Thorough knowledge of engineering principles and practices as applied to the field of public works, including planning and development, land surveying, design and construction, operation and maintenance; related federal and state laws, ordinances, rules and regulations; technical, legal and financial issues involved in the conduct of a City Public Works program; methods of preparing designs, plans, specifications and estimates relating to proposed Public Works facilities; principles and practices of supervision. Ability to plan, organize and coordinate the activities of a Public Works program; prepare and present reports; deal constructively with conflict and develop effective resolutions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; supervise assigned staff.

### Special Requirements

Possession of a valid registration as a Professional Civil Engineer in the State of California and the ability to approve subdivision maps. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

## ESSENTIAL ELEMENTS

### Aptitudes

Eye/hand coordination, hearing/listening and smelling.

### Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects and hazards.

### Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

### Stress Factors

Assists the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council. Constant face-to-face and written contact.

### Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside and extended days.

### Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machine, and various computer printers.