

ENGINEERING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Engineering Division within the Public Works, Development Services Department or within the Environmental Utilities Department including engineering planning and design activities in support of related operations; to coordinate assigned activities with other divisions and departments; to serve as City Engineer and to provide highly complex staff assistance to the Director of Public Works, Development Services, or the Director of Environmental Utilities as appropriate.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an assigned department head.

Exercises direct supervision over assigned supervisory, professional, technical, and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement assigned division's goals, objectives, policies and procedures.

Plan, organize, and direct engineering activities in support of assigned engineering management in the Public Works Department, Development Services Department, and/or the Environmental Utilities Department operations.

Direct, oversee and participate in the development of the Public Works Engineering Division, Development Services Engineering Division, or Environmental Utilities Engineering Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

As City Engineer, sign, on behalf of the City, subdivision and parcel maps certifying that said maps are in substantial conformance with the approved tentative map; and sign, or cause to be signed, said maps certifying that said maps are technically correct.

Prepare an appropriate Engineering Division budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Participate in the preparation and administration of the capital improvement budget including preparation of cost estimates for budget recommendation; administer approved CIP budgets.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the appropriate division and department.

Establish schedules and methods for design and construction of engineering public works projects; and initiate and conduct engineering planning studies to identify a variety of public works facilities' needs.

Develop staff labor rates and monitor division revenue projections and collections.

Meet with developers to discuss planned projects and/or to resolve design issues; review specific plans, associated California Environmental Quality Act (CEQA) documents, and participate in negotiation of development agreements.

Review construction plans prepared by private engineers related to public works and/or utilities projects that are particularly complex and/or environmentally sensitive; check computations and specified materials for accuracy and conformance with standards and regulations.

Represent assigned division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.

Make presentations to the city council, commission and public.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of engineering planning, design, and construction as applied to public works projects, utility systems, and/or private development projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles of land use planning, and CEQA requirements

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment and software such as AutoCAD, GPS, GIS, ArcView, ArcInfo and software related to specific department operations.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the operations of an Engineering Division of either the Public Works Department, the Environmental Utilities Department, or the Development Services Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Perform the most complex work of the assigned department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of increasingly responsible experience in professional civil or environmental engineering, including two years of administrative responsibility.

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil, environmental engineering or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a current certificate of registration as a Professional Civil Engineer in California by date of application.

10-30-18

04-15-06 Engineering Manager

09-02-98

12-28-94

09-20-90

10-01-88

07-01-79 Environmental Utilities Manager