



CITY ENGINEER

Bargaining Unit: Management Employees

DEFINITION:

Under administrative direction, the City Engineer plans, organizes, coordinates and directs all Engineering Division activities of the various functional units including capital project design and construction administration, development review, traffic engineering, signal and streetlight maintenance and storm water program administration; provides professional assistance to City staff in areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS:

The City Engineer is a single incumbent class at the middle management level. The City Engineer is responsible for the direction and management of activities and achievement of division goals established for the Engineering Division.

EXAMPLES OF DUTIES (*illustrative only*):

- Assists in the development of the division's work plan and implementation of goals, objectives, policies, procedures, and work standards.
- Assigns work to professional, technical, and clerical staff; reviews work to assure overall quality.
- Provides for the training, evaluation, and professional development of staff; interprets administrative policies and procedures; is responsible for morale and productivity of assigned staff.
- Prepares and administers the division's budget; monitors authorized expenditures.
- Performs professional engineering work directly; reviews plans, specifications, proposals, contracts, estimates, and other materials submitted by design professionals; reviews and approves projects for construction.
- Assists in the development and administration of the City's Capital Improvement Program (CIP); determines the scope and cost of engineering projects, monitors project expenditures and forecasts annual funding needs.
- Directs the preparation of a variety of analytical studies and reports related to current and future public infrastructure and facility needs; reviews findings and makes recommendations.
- Oversees the preparation and management of the consultant agreements, construction and vendor contracts that support the City's CIP;
- Performs final review and approval of street improvement and grading plans for private development projects. Reviews parcel and final subdivision maps for completeness and conformance with tentative maps and conditions of approval.

- Conducts site visits and meets with property owners, engineers, contractors or attorneys to review and resolve development or capital project issues or disputes as needed.
- Reviews and resolves traffic engineering related issues; administer the scope of work and review studies and analysis conducted by traffic consultants.
- Oversees the contract for street lighting and traffic signal system maintenance and related facilities and appurtenances.
- Oversees the activities of the local utility companies that support the City's CIP projects, regional transportation projects, development projects and utility improvements.
- Oversees the activities of the City's Stormwater/Clean Water Program, including the preparation and submission of the annual report.
- Understanding of federal, state, county and local transportation funds and the requirements and policies for project implementation including planning, environmental, design, right of way, construction and project close-out and may serve as City's technical advisory member for the Alameda County Transportation Commission monthly funding meetings.
- Performs all activities related to the preparation and administration of grant proposals; coordinates with grant program staff to satisfy grant requirements and achieve funding reimbursements.
- Ensures that the City is in continuing compliance with applicable laws and regulations related to municipal engineering and public works matters; reviews and recommends revisions to applicable policies and ordinances.
- Advises the Public Works Director, City Manager's Office and others on the planning and implementation of capital projects, land development or other related activities.
- Prepares and presents engineering recommendations to the City Council in conformance with applicable codes, rules, regulations, and other legal requirements; functions as the Public Works staff representative to the Planning Commission and other City committees as required.
- Represents the City in meetings and coordinates division activities with those of other City departments, divisions and outside public and private agencies; responds to citizen inquiries, requests, and complaints.
- Serves as the Public Works Director on a relief basis.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration, Industrial Relations, Psychology or a

closely related field, supplemented by five years of experience in relevant and complex records management typically associated with City Clerk duties, including planning and managing municipal elections and supervisory and office management experience.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles, practices and techniques of civil engineering as applied to municipal engineering;
- Construction principles and practices related to street, sidewalk, traffic signal, lighting, storm water, park, and facility infrastructure;
- Applicable laws, regulatory codes and practices employed in subdivision mapping and development review;
- Administrative principles and methods related to the activities and functions of a municipal government including goal setting, program development, scheduling, budget preparation and monitoring, employee supervision and personnel management; and
- Applicable state and federal laws and regulations.

Ability To:

- Plan, organize, direct, assign, review and evaluate comprehensive municipal engineering activities;
- Select, train, motivate, and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards; establish and maintain effective quality control of engineering activities;
- Analyze complex engineering problems; prepare and review engineering plans and specifications; design and implement practical solutions for the construction and maintenance of street, sidewalk, traffic signal, lighting, storm water, park and facility infrastructure; evaluate alternatives and make appropriate recommendations; exercise sound independent judgment within general policy guidelines;
- Develop and administer the division's operating budget;
- Establish and maintain positive working relationships with those contacted in the course of work; deal constructively with conflict situations;
- Represent the City effectively in meetings with others; prepare clear and concise reports, correspondence and other written materials;
- Have strong public speaking skills; communicate effectively both verbally and in writing; utilize a personal computer to perform word processing, spreadsheet, and other specialized functions; and
- Have high ethical standards, foster an enthusiastic, resourceful, and effective service attitude and be a role model for the Engineering Division and Public Works Department staff.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

Possession of a valid Professional Engineer License issued by the State of California.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases and poor ventilation; underground, confined or restricted work spaces; and heights more than five stories above ground level.

Travel: Positions in this class may require local and statewide travel as necessary.