CITY ENGINEER

DEFINITION
Under direction of the Public Works Director, administers all engineering and clean water program activities of the City; functions as Street Superintendent and oversees those activities through subordinate supervision; provides expert professional assistance to City staff in areas of responsibility; performs related work as required.

EXAMPLES OF DUTIES
Plans, organizes, assigns, directs, reviews and evaluates staff and activities in two major public works areas:

Engineering – which includes the areas of land development, traffic, planning, design, contract construction, modification and inspection of facilities and varied public works projects.

Streets – which includes the maintenance, by contract and City staff, storm sewers, street lightening, traffic signal system, and related facilities and appurtenances.

- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and the biennial budget for the department in assigned areas of responsibility; assists in the development of the City’s capital projects budget.

- Personally performs professional engineering work; reviews plans, proposals and other materials submitted by contract professionals.

- Prepare and present engineering recommendations to the Planning Commission and City Council after considering alternatives, and conformance of proposals with applicable codes, rules, regulations, and other legal requirements.

- Prepare Engineering Division budget and oversee and participate in the preparations and administration of the capital improvement program.

- Coordinates activities of the Engineering Division with the Planning Division, Maintenance Divisions, other City departments, and other public and private agencies.

- Manage and supervise professional and support staff and provides for their training and professional development; interprets City policies and procedures for employees; is responsible for morale and productivity of assigned staff.
Confers with and provides professional assistance to members of City departments on engineering, street maintenance and other public works matters; coordinates activities of the department with those of other divisions, departments and agencies.

Conducts or directs analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding functional areas of responsibility.

Monitors developments related to municipal engineering and public works matters; evaluates their impact upon City operations and recommends policy and procedural improvements.

Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, contractors, and the public; makes presentations to the City Council and various commissions and committees and acts as public works staff representative to the Planning Commission.

Must have high ethical standards and be a role model for the Engineering Division and Union City Public Works Department.

Strong communication skills verbally and in writing.

Serves as the Public Works Director on a relief basis.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of civil engineering as applied to municipal engineering projects; principles and practices related to street, park, and facility construction and maintenance; administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration and employee supervision; applicable state and federal laws and regulations; public administration principles as related to the activities and functions of a municipal government; and current developments and sources of information regarding public works engineering projects.

Ability to:

Plan, organize, assign, direct, review and evaluate comprehensive municipal engineering and streets maintenance activities.

Select, train, motivate, and evaluate assigned staff; develop, implement and interpret policies, procedures, goals, objectives and work standards.

Analyze complex problems; design and implement practical solutions for streets, sidewalk, traffic signal, lighting, storm water, parks and city facility related issues; evaluate alternatives and make creative recommendations; deal constructively with conflict situations; exercise sound independent judgment within general policy guidelines.
Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the City effectively in meetings with others; and prepare clear, concise and competent reports, correspondence and other written materials.

Has public speaking experience and communicates well verbally and in writing.

**OTHER REQUIREMENTS**

Must possess a valid California Driver’s License and have a satisfactory driving record. Must be registered as a professional engineer in the state of California.

A typical way of gaining the knowledge and abilities outlined above is:

Graduation from a four-year college with major course work in civil engineering and substantial public works related engineering experience which has included at least three years at a level equivalent to the City’s class of Principal Civil Engineer or at least nine year progressive experience in municipal engineering. An advanced degree in an appropriate field and municipal supervisory experience are desirable.

**Physical and Environmental Demands**

Rare = < 10%, Occasional = 11-33%, Frequent = 34-66%, Constant = >66%

- Sitting: (office, driving) Frequent
- Walking: Occasional
- Standing: Occasional
- Bending (neck): Occasional to Frequent
- Bending (waist): Occasional
- Squatting: Rare
- Climbing: Rare
- Kneeling: Rare
- Crawling: Rare
- Jumping: Never
- Balancing: Rare
- Twisting (neck): Occasional
- Twisting (waist): Occasional
- Grasp - light (dominant hand): Occasional to Frequent
- Grasp - light (non-dominant): Occasional
- Grasp - firm (dominant hand): Rare
- Grasp - firm (non-dominant): Rare
- Fine manipulation (dominant): Frequent
- Fine manipulation (non-dominant): Occasional to Frequent (keyboard)
- Reach - at/below shoulder: Occasional to Frequent (includes desk items and mouse)
- Reach - above shoulder level: Rare

Push/pull:
- Up to 10 lbs. Occasional – doors/drawers
- 11 to 25 lbs. Rare
- 26 to 50 lbs. Rare
- 51 to 75 lbs. Rare
- 76 to 100 lbs. Rare
- Over 100 lbs. Never
Lifting:
Up to 10 lbs. Occasional
11 to 25 lbs. Rare
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Rare
Over 100 lbs. Never

Carrying:
Up to 10 lbs. Occasional
11 to 25 lbs. Rare
26 to 50 lbs. Rare
51 to 75 lbs. Rare
76 to 100 lbs. Never
Over 100 lbs. Never

Coordination:
Eye-hand: Required
Eye-hand-foot: Rare
Driving: Required

Vision:
Acuity, near: Required – when/if driving
Acuity, far: Required – when/if driving
Depth perception: Required – when/if driving
Accommodation: Required – when/if driving
Color vision: Required – when/if driving
Field of vision: Required – when/if driving

Talking:
Face-to-face contact: Required
Verbal contact w/others: Required
Public: Required

Hearing:
Normal conversation: Required
Telephone communication: Required
Earplugs required: Rare

Work environment:

** PLEASE NOTE ** Position is primarily office environment with rare fieldwork, which results in some of the exposures below.

Works indoors, works outdoors (field), exposure to extreme hot or cold temperature (field), being around moving machinery (field), exposure to marked changes in temperature / humidity (field), exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles (field), exposure to excessive noise (construction sites), exposure to slippery of uneven walking surfaces (construction sites), using computer monitor, works around others, works alone, works with others.

Class Code: 5211
FLSA: Exempt
EEOC Code: 1
Barg. Unit: FAME
Probation:
Rev. 01/06