



CITY OF CITRUS HEIGHTS

CITY ENGINEER

DEFINITION

To manage, plan, organize, direct and coordinate the activities of the Engineering Division within the General Services Department including land development, traffic design, pavement and streets, lighting, facilities and construction inspection; to coordinate engineering activities with other divisions and departments; represent the department to outside agencies and organizations; and to provide highly complex staff assistance to the Department Director.

DISTINGUISHING CHARACTERISTICS

The manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the department director.
- Exercises direct supervision over assigned supervisory, professional, technical and administrative support personnel.

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

- Manage, plan, organize and direct engineering activities including land development, traffic design, pavement management, street improvements, lighting, facilities and construction of capital projects.
- Develop and implement goals, objectives, policies and procedures relative to the engineering function; assist in developing and implementing General Services departmental goals, objectives, policies and procedures; and, provide highly complex management assistance to department director.
- Manage, direct, oversee and participate in the development of the work plan related to engineering functions; assign work activities, projects and programs; monitor work flow; and, review and evaluate work products, methods and procedures.
- Prepare the operating budget for the Engineering Division; prepare and manage the City's five-year capital improvement budget; assist in department budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; and, administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as needed; work with employees to correct deficiencies; and, maintain discipline and high standards necessary for the efficient and professional operation of the Engineering Division.
- Manage the City's capital improvement program; create "shelf" projects; prioritize needs and funding opportunities; assign staff to projects; and oversee implementation of projects through construction.
- Attend, make presentations and facilitate internal and external meetings as needed; represent the City at meetings related to engineering issues; meet with neighborhood groups and commissions, task forces, committees and the Planning Commission, City Council and others as assigned.

- Oversee preparation of conditions of approval for development applications; processing of final and parcel maps; review and approval of improvement plans.
- Prepare, monitor, service and administer grants and other competitive regional special funding for projects; secure grants and funding; ensure overall budgets are met and maintained by individual projects.
- Negotiate and manage consulting and construction service contracts; and, conduct field inspections; ensure project related information is received by appropriate staff, public or agency in a timely manner.
- Oversee the administration of apportionment of assessments; the preparation and coordination of Engineers Reports for assessments districts involving private developments and related activities; and, manage the annual assessment presentations to the Planning Commission and City Council.
- Coordinate and reconcile differences with engineering input to the development review process from other departments and agencies; seek effective methods of balancing engineering expertise and development needs of the City and/or applicant as reasonable; ensure the development of a complete and articulate department recommendation regarding specific projects under review by the City; and, make presentations to City Council and others as required.
- Review and approve estimates in connection with the construction or maintenance of a variety of engineering projects to include street lighting, street resurfacing, general street improvements, drainage and other capital improvements and various public works projects as assigned.
- Resolve complex and highly sensitive customer service issues related to engineering issues; conduct investigations of complaints and arrange appropriate corrective action; and, prepare response letters to applicants.
- Coordinate and review related engineering activities including specifications, plans, reports and documents pertaining to the construction, maintenance and operation of transportation engineering and other capital improvement projects; assume project management responsibility on key capital infrastructure projects as needed; review, sign and approve engineering drawings; and, oversee and assure that City engineering meets professional and regulatory requirements.
- Manage the creation of engineering plans, charts, diagrams, graphs, tables, sketches, exhibits and staff reports for public meetings, the Planning Commission, City Council and other uses as needed.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Meet and confer with developers, contractors, engineers and the general public regarding City policy, regulations and procedures; interpret and make recommendations to the City Engineer as needed.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering and administration as applied to the City's engineering program.
- Principles and practices of land use development, traffic and lighting design, pavement management, drainage, public infrastructure and construction inspection processes.
- Principles and practices of design and construction of developments impacting the public infrastructure.
- Modern land development options; Subdivision Map Act, and the urban planning process related to land development.
- Construction practices, procedures and materials.
- Principles and practices of technical report writing and data presentation.
- Principles and practices of grant writing and development of applications for special regional funding opportunities.
- Recent developments, programs, current literature, and sources of information regarding civil engineering including changing regulations and methods of compliance.
- Plan review techniques and encroachment permit applications.
- Mathematic principles of algebra, geometry, calculus, and trigonometry as related to engineering functions.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.
- Pertinent local, State and Federal rules, regulations, codes and laws, City functions, policies, rules and regulations.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize, manage and direct the Engineering Division operations.
- 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.
- Analyze problems; identify alternative solutions; and project consequences of proposed actions and implement recommendations in support of goals.
- Demonstrate political acumen; deal positively with confrontation and controversial issues; and, facilitate community participatory decision making to resolution.
- Fulfill the obligations, requirements and normally expected tasks of a registered professional civil engineer.
- Read, understand, analyze and interpret blueprints, construction plans, technical drawings, engineering plans and specifications and reports.
- Gain cooperation through discussion and persuasion.

- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Oversee the projections and analysis of budget costs; oversee the research and write funding applications; understand and negotiate contracts; and manage project budgets during construction.
- Oversee and manage capital improvement and transportation projects and related costs.
- Understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies related to City engineering functions.
- Research and write funding and grant applications; understand and negotiate contracts.
- Make sound decisions regarding complex issues using judgment and analysis of multiple factors.
- Supervise, train and evaluate personnel.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

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

Experience:

- Six years of increasingly responsible experience in civil engineering, including two years of supervisory responsibility.

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate:

- May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.
- Possession of registration as a Professional Civil Engineer with the State of California.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently, walk, twist and bend in the field; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

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