



CITY ENGINEER/DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under general direction, plans, organizes, and directs activities of the Engineering Division within the Community Development Department; coordinates projects with City departments, outside agencies, and organizations which include land development, stormwater management, traffic design, pavement management, street improvements, lighting, facilities, and construction of capital projects; reviews and approves engineering plans for subdivisions, use permits, and encroachment permits; supervises and reviews the work of assigned personnel and coordinates the division's activities; performs advanced-level professional engineering work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Development. Exercises direction and general supervision to assigned professional and technical staff.

CLASS CHARACTERISTICS

This is a single incumbent deputy director classification that requires professional engineer registration and has division-level responsibility for the overall administration of engineering for the City, which includes engineering construction, surveying, drafting, and contract management. This position also functions as the Deputy Director of Community Development and assists in short- and long-term program planning, development, and the administration of departmental policies, procedures, and services.

This class is distinguished from the Director of Community Development in that the latter has overall management and administrative responsibility for all functions of the department.

ESSENTIAL DUTIES

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

- Manages, plans, organizes, and directs City engineering activities, including land development, stormwater management, traffic design, traffic impact reporting, pavement management, street improvements, lighting, facilities, and construction of capital projects.
- Participates in the development of the work plans related to engineering functions; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Works closely with the Director of Community Development in the development and implementation of long- and short-term strategies.
- Assists the Director of Community Development in developing and implementing goals, objectives, and policies; plans, develops, and implements City policies and procedures for the Engineering Division.

- Manages the City's capital improvement program (CIP); prioritizes needs and funding; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans, and recommends the appropriate corrective action.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Assists in the overall direction and management of the department, including managing and participating in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Oversees, analyzes, processes, and provides technical assistance for land development projects regarding engineering design activities, including mapping and improvement drawings, site suitability studies, appropriate mitigation measures, and conditions of approval.
- Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination actions.
- Serves as technical advisor to the City Manager, City Council, and department directors on public works and engineering matters; conducts special studies and assignments; develops comprehensive recommendations for management consideration.
- Responds to public inquiries via telephone or in-person regarding permit processing and inspection activities.
- Participates in the development and implementation of the Community Development Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials, and supplies needed to support the work plan.
- Selects, oversees, and evaluates adequacy of consultant engineering services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
- Prepares and presents studies and recommendations, reports, resolutions, and ordinances before the Planning Commission and City Council.
- Coordinates engineering activities with other divisions, departments; represents the City in outside governmental agencies and organizations; confers with engineers, developers, contractors, and the general public; provides support to boards and commissions on engineering matters; participates in professional groups and committees.
- Attends, makes presentations, and facilitates internal and external meetings as needed; represents the City at meetings related to engineering issues; meets with neighborhood groups and commissions, task forces, committees, and the Planning Commission, City Council, and others as assigned.
- Performs and oversees plan checking activities of Land Development engineering staff; approves improvement plans.
- Oversees, develops, and implements current engineering program activities, including review of traffic, drainage, and other environmental studies; provides technical assistance and information regarding City development requirements.

- Oversees the City's Floodplain Management Program.
- Acts on behalf of the Director of Community Development in his/her absence, as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public services facilities, public maintenance services, streets, technical inspection service, etc.
- Administrative principles and methods, including goal setting, program and budget development, and implementation.
- Applicable federal, state, and local laws, codes, and regulations, as well as industry standards and best practices.
- Advanced principles and practices of civil engineering for public, commercial, industrial, and residential buildings.
- Methods and materials used in the design, construction, and inspection of varied civil engineering projects.
- Traffic system management concepts.
- Budget preparation.
- Methods and techniques of effective project management, contract administration, and technical report preparation and presentation.
- Recent developments and trends, current literature, and sources of information related to civil engineering operations and the construction industry.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Methods and techniques for writing reports and correspondence, making presentations, contract negotiations, and information distribution.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for the Community Development Department.
- Assist in providing administrative and professional leadership and direction for the

department.

- Coordinate the work of consultants, engineering, surveying, and administrative staff, as well as other department staff and agencies concerning major construction projects and the CIP.
- Prepare, analyze, and make recommendations regarding engineering design, construction plans, mapping, and improvement drawings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to related to local government operations.
- Interpret, analyze, and understand technical drawings and specifications.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Perform mathematical and engineering computations with precision.
- Evaluate complex design and consulting work.
- Direct the preparation of technical reports.
- Direct the preparation of a complicated and comprehensive budget.
- Analyze engineering and managerial problems, identify alternative solutions and consequences, and make sound recommendations.
- Perform difficult technical research, and prepare and analyze technical and administrative reports, statements, and correspondence.
- Plan, coordinate, prioritize, and perform a variety of complex projects.
- Communicate clearly and concisely, both orally and in writing.
- Represent City policies and programs with other governmental agencies and the general public as directed.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Prepare and present clear, concise, and logical written reports and oral presentations to small and large groups.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a closely related field;

AND

Five (5) years of increasingly responsible experience as a licensed civil engineer, including at least two (2) years of supervisory or management experience over professional and technical engineer staff.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of, and the ability to maintain, a valid Certificate of Registration as a Civil Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 50 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	July 2016
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FLSA	Exempt
Salary Schedule	Management Range 27