

CITY OF MADERA

CITY ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, organizes and directs the City's engineering, construction management, and capital improvement activities; to serve as City Engineer; to advise the Director of Community Development, the Public Works Director, the City Manager and the City Council regarding engineering matters; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is one of three division head positions in the Community Development Department. The incumbent is responsible to the Director of Community Development for advice and consultation on engineering matters and for the efficient operation of the division comprised of engineering, administration, special projects, development review unit, construction management, and capital improvement projects. The City Engineer exercises supervision over other managerial employees, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing performance evaluations, processing employee grievances, recommending employment, and for taking and recommending disciplinary action. Positions in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines, department, and city objectives. Incumbents are expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by a supervisor, and when work is reviewed, the review is directed toward final outcomes and results.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Community Development. Exercises direct and indirect supervision over professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, and controls the activities of the Engineering Division under the direction of the Director of Community Development and in cooperation with the Director of Public Works;
- Participates in evaluating the need for and helps develop plans and schedules for long-range public works programs;
- Compiles estimates, contract provisions and specifications;
- Negotiates agreements with developers, engineers, property owners, contractors, and other agencies for rights-of-way, easements and financial participation;
- Confers with the Director of Community Development, the City Administrator, other departments, and various public groups on proposed projects and improvements;
- Confers with subordinates on the construction of new public works facilities;

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- Confers and negotiates with private engineering firms and developers;
- Provides direction on problems of design, materials and processes proposed in connection with new construction or major repairs;
- Prepares ordinances for Council consideration;
- Participates in the selection of new employees;
- Approves subdivision maps;
- Approves improvement plans for private development and capital improvement projects;
- Directs traffic studies and recommends improvement of traffic control devices;
- Represents the City in relations with other governmental agencies;
- Conducts field inspections;
- In consultation with the Community Development Director, formulates program definition and policy;
- Develops and administers the Division budget, and the City capital improvement program budget;
- Conducts performance evaluations;
- Explains policies, procedures and objectives of the division to staff by written directive and by oral communications;
- Conducts staff and public information meetings;
- Performs related work as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, plans, drawings and work-related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in engineering or urban planning, including at least three years in a responsible management capacity, and a Bachelor's degree in engineering, planning or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license and possession of a valid certificate as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers. For all Civil Engineers registered after 1982 Land Surveyor Certificate will be required within two (2) years of appointment.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles, procedures, practices and standards of municipal civil engineering; surveying methods and techniques; strength of materials and stress analysis; methods and techniques of supervision, training and motivation; municipal engineering laws, ordinances, codes, specifications and plans; applicable federal, state and local laws, codes, and regulations including Madera Municipal Code, ordinances, and codes related to building construction; engineering project inspection methods; working knowledge of contract administration; modern office practices, methods and equipment, including a computer and applicable software; operational characteristics and use of standard equipment used in the engineering profession; occupational hazards and standard safety procedures.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operation procedures as necessary to improve organizational effectiveness; effectively exercise supervisory control over complex professional and technical tasks; interpret and apply applicable laws, codes and regulations; negotiate and manage construction contracts; exercise sound independent judgment; prepare and administer a budget; promote and enforce safe work practices; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate engineering tools and equipment.