

CITY OF MADERA

DEPUTY 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 general direction, plans, supervises, evaluates and participates in professional and technical civil engineering work in the design, investigation, inspection, and construction of street, storm drainage facilities, sanitary sewer facilities, parks, park irrigation systems, water production and distribution facilities, buildings, and other projects; ensures safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy City Engineer** is a division manager within the Community Development Department and exercises full responsibility for planning, organizing and directing the work activities of the Engineering Division staff. The incumbent performs the more complex design and construction of capital improvement projects, reviews private development projects for design conformance and accuracy and performs complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering including land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the next lower classification of Associate Civil Engineer by the performance of more complex and difficult assignments, and the performance of supervisory responsibilities. This classification is distinguished from higher level classification of Director of Community Development/City Engineer in that the Director is responsible for the Engineering, Planning, and Building Divisions.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Community Development/City Engineer. Exercises direct supervision over professional, technical and office support staff.

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

- Assigns work to subordinate staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; participates in the development of policies and procedures; recommends and administers programs, projects and work assignments; participates in the selection and training of engineering, personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Acts as Engineer-in-Charge as required; performs a broad range of design activities on a variety of public works projects including street, storm drainage facilities, sanitary sewer facilities, parks, park irrigation systems, water production and distribution facilities, buildings; performs field inspections;

develops design procedures; prepares plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; makes recommendations for the engineering division budget and monitors the approved budget.

- Coordinates capital improvement projects with contractors, utility companies and other agencies; administers construction contracts; supervises staff on construction sites; performs field inspections; plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances, and resolutions to the City Administrator, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; participates in division budget development; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints concerning engineering problems.
- Accepts responsibility for the design and development of public works and utility structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; provides advice and instruction to subordinates on design standards and problems from the construction phase to completion of the project; provides supervision of field work; prepares, reviews and recommends change orders.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

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 **Deputy City Engineer** may be considered qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible Civil Engineering experience, including two years at a supervisory level, and a Bachelor's degree in Civil Engineering.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers. For all Civil Engineers registered after 1982 Land Surveyor Certificate is desirable.

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.