



ASSISTANT PUBLIC WORK DIRECTOR/ ASSISTANT CITY ENGINEER

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under direction, the Assistant Public Works Director/Assistant City Engineer is responsible to direct, plan, organize, oversee and review the work of professional, technical and administrative staff performing duties related to all programs and activities of the Engineering Division. This position administers land development, capital improvement projects, traffic engineering, special projects and public works inspection and is responsible to provide highly responsible and complex staff assistance to the Public Works Director/City Engineer.

Classification Characteristics:

This position exercises direct and indirect supervision over professional, technical and administrative staff. The Assistant Public Work Director/Assistant City Engineer assumes responsibilities for the Public Works Director/City Engineer in his/her absence.

Essential Functions:

- Plan, organize, perform and coordinate the operations and activities of Engineering Division staff responsible for coordination of capital projects, land development, traffic engineering and public works inspection.
- Provide management oversight of work performed by professional and consultant staff to insure coordination and compliance with City and other mandated rules, regulations, policies, and procedures; ensure timely preparation and submittal of documents; coordinate activities with other City departments, outside agencies, and organizations.
- Perform the most complex and difficult work of staff responsible for providing engineering services to the City; review and check complex engineering designs, computations, plans, and studies; analyze unusual situations and resolve them through application of engineering principles and practices.
- Participate in the development and implementation of Engineering Division goals, objectives, policies, and procedures for assigned area; evaluate the operations and activities of the Division.
- Oversee the preparation of request for proposals for contract services, detailed data for contract administration, the compiling of specifications and cost estimates; work with private contractors, engineers, architects, and staff on construction contract procedures; ensure compliance with procedures and labor regulations.
- Serve as liaison for the Engineering Division to other City departments, government agencies, community members, and business representatives to analyze engineering needs and policies, develop and recommend program standards, and policy changes.
- Provide technical assistance and information to other City departments and a variety of boards, commissions, and committees; attend City Council, Public Works Commission, and other committee meetings as required.

- Conduct a variety of studies and investigations; recommend modifications to programs, policies, and procedures as appropriate; prepare timely, complete and accurate written technical and statistic reports and correspondence.
- Participate in the preparation of the annual operating budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments; and assist with financial projections.
- Oversee the design of capital improvement projects; monitor the design process through periodic plan reviews; provide technical guidance to the engineering staff; perform final review of construction drawings, specifications and cost estimates; establish rights-of-way and easements required for projects; perform construction management, inspection, quality control and contract administration; supervise the preparation of legal descriptions and deeds for easements and rights-of-way.
- Oversee all phases of land development in the City including the land development approval process, design review phase, City Council approval, construction and final approval.
- Select, train, motivate, and evaluate Engineering personnel; work with employees to correct deficiencies; implement discipline and termination procedures; exemplify and foster an enthusiastic, resourceful, and effective service attitude with the public.
- Encourage and foster cooperative working relations within the Engineering Division as well as with other divisions and departments to ensure the quality and timeliness of services delivered.
- Attend and participate in professional group meetings; stay abreast of new legislation and court rulings pertaining to municipal government; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Effectively respond to difficult and sensitive citizen and contractor inquiries and complaints.

Qualifications:

Knowledge of:

- Principles and practices of civil engineering and traffic engineering as applied to public works, including planning, development, design and construction.
- Techniques for reviewing designs, plans, specifications, estimates, reports and recommendations related to public works projects.
- Principles and practices of municipal budget preparation.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of effective public speaking.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Manage, direct, and coordinate the work of professional, technical and administrative staff.
- Select, supervise, train, and evaluate staff.
- Oversee and direct the operations, services, and activities of Engineering Division staff.
- Make effective use of information technology systems, including Geographic Information Systems (GIS) to enhance delivery of services and projects related to public works infrastructure.
- Develop and administer goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, make critical decisions and implement recommendations in support of goals.

- Deal constructively with conflict and develop effective resolutions.
- Research, analyze, and evaluate new trends and service delivery methods and techniques.
- Interpret and apply related Federal, State, and local policies, laws, regulations and standards.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, and sensitivity in response to customer inquiries and complaints.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible civil engineering experience that includes two years in a supervisory and administrative capacity.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering or a related field.

License or Certificate:

- Possession of a California Class C Driver's License.
- Certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers, Land Surveyors and Geologists.

Working Conditions:

Work in office and field environments including sustained posture in a seated position for prolonged periods of time; standing and moving around work area; some stooping, lifting and inspecting. May be exposed to inclement weather conditions. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Vision is required for normal office work, plans examining and field inspection. The need to lift and carry up to 25 pounds is required.