

CITY ENGINEER

DEFINITION

Under general direction, is responsible for supervision, coordination, administration and management of all City engineering and public works project management work, activities and functions; performs those duties specified by statute and ordinance as those of City Engineer; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by overall management responsibility for all aspects of City engineering work and functions, all public works construction and maintenance projects, and by those responsibilities established by statute or ordinance.

EXAMPLES OF DUTIES

1. Plans, coordinates and oversees all engineering work in connection with municipal public works projects and programs, or specialized public works engineering functions such as civil engineering, transportation and traffic engineering, integrated waste management and recycling, or environmental engineering.
2. Exercises City Engineer signatory authority as established by statute or ordinance; prepares technical features of proposed ordinances, resolutions and other legislation.
3. Prepares and administers the City's capital improvement program; directs the project management, planning, design, construction and inspection of assigned capital improvement projects including: preparation and administration of project funding, budgets and schedules; review and approval of reports, plans and specifications; coordination of the planning and engineering of interdepartmental capital improvement projects; and coordination of consultant selection.
4. Oversees and supervises the preparation of designs and specifications for streets, sewers, drainage systems, structures, and other public works; plans and supervises the making of traffic studies and the design and implementation of traffic control devices; approves lot line adjustments, subdivision maps and improvement plans and specifications.
5. Reviews and develops conditions for private development related to the public infrastructure improvement in accordance with City standards.
6. Directs research and engineering studies and preparation of technical reports on economic feasibility in connection with proposed or existing projects or administrative problems.
7. Participates in the development and implementation of departmental goals, policies, and priorities; develops and implements comprehensive engineering programs, projects and activities; ensures compliance with federal, state and local laws, regulations, codes, etc.
8. Coordinates and directs the work of, and serves as mentor to, professional engineers and other assigned staff; coordinates and directs the work of consultants.
9. Coordinates work with other divisions, departments, consultants, developers, property owners and outside agencies; confers with other departments, agencies, public officials, residents, and public and community-based organizations; prepares and presents reports and studies.
10. Administers and performs general and specialized engineering activities as assigned.
11. Directs and participates in grant application preparation and administration.
12. Provides and may coordinate staff and technical assistance to the City Council and to various boards, commissions and committees.
13. Serves as Acting Public Works Director as required.
14. Assists in budget preparation and administration as assigned; administers assessment districts and special revenue program.
15. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in civil engineering or a closely related field.

Experience: Seven years of progressively responsible public works experience involving at least five years as a practicing civil engineer in a managerial/supervisory capacity.

Knowledge

Knowledge of the principles and practices of modern public works administration, civil engineering and public contracting as applied to the administration of diversified public works activities; federal, state and local laws, codes, regulations and safety orders applicable to municipal public works operations, including planning and development, design, construction, operations, and maintenance; State of California Subdivision Map Act and California Environmental Quality Act (CEQA); principles and practices of civil, structural, and hydraulic engineering related to municipal surveys, plans, and public works design; design practices and designing, estimating, and drawing plans for improvements; the processing of rights-of-way acquisitions; transportation and traffic engineering; and methods of identifying and resolving problems in respect to staffing, budgeting, supervision, training and employee relations.

Ability

Ability to effectively manage all City engineering work, activities and functions; properly exercise signatory City Engineer authority as established by statute or ordinance; plan, organize, coordinate and direct assigned staff, activities, projects, and programs including capital improvement projects; demonstrate effective leadership and gain consensus and support; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply federal, state, and local laws and regulations related to Public Works management; interpret, apply and explain complex technical and governmental rules, laws, regulations, policies and procedures; issue instructions, directions and orders; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; prepare concise, comprehensive reports; maintain training and certifications as required; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgement; establish and maintain effective working relationships with employees, other departments, divisions and agencies, consultants, public officials, community organizations and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Registration as a Professional Civil Engineer with the State of California and experience as a practicing civil engineer for a period of not less than five years. (City of Alameda Municipal Code, Article III, section 2-30-1 c)

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.