



## JOB DESCRIPTION

### Assistant City Engineer

**Date Prepared:** May, 2022

**SUMMARY:** Under direction of the City Engineer, plans, organizes, and supervises the operation of the City's Engineering Department functions. Coordinates the Engineering Department activities. May act as City Engineer in his/her absence; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assist in preparing, managing and implementing the City's capital improvement program.
- Assist in managing the private development review process of public infrastructure, including preliminary reviews, plan and map checks, inspections, and acceptance.
- Assist in managing the traffic engineering and traffic operations functions of Engineering.
- Assist in fiscal management of the Engineering Department projects and programs, including preparing, monitoring, and controlling the budget.
- Assist in management of assessment district engineer's reports and annexations.
- Assist in managing environmental programs and requirements including the stormwater program and environmental clearances and permitting for the capital improvement program.
- Supervise subordinate staff, set work priorities, provide training, and conduct performance evaluations.
- As assigned, represent Engineering at City Council meetings, Planning Commission meetings, various boards, and county, state, and federal agencies.
- Prepare staff reports for City Council and Water District Board.
- May act as City Engineer in his or her absence.

#### MINIMUM QUALIFICATIONS:

##### **Education, Training and Experience Guidelines:**

Bachelor's of Science Degree in Civil Engineering from an accredited college or university AND five years of broad professional municipal engineering experience. Three of the five years of experience must be at a supervisory or management level.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Registration as a Professional Engineer in Civil Engineering by the State of California.

**Knowledge of:**

- City policies and procedures.
- City codes.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of Civil Engineering.
- Development process from preliminary review through acceptance of improvements.
- Principles and practices of a municipal infrastructure.
- Subdivision Map Act and applications.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Grants resources.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Reviewing development projects and setting appropriate requirements and conditions.
- Managing map and plan reviews.
- Managing staff, delegating tasks and authority; evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, external public and private agencies, boards and committees and the general public.
- Applying safe work practices.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date