



## JOB DESCRIPTION

### City Engineer

**Date Prepared:** August, 2014

**SUMMARY:** Under administrative direction, manages and oversees the operational functions of the City's Engineering Division; manages and oversees the City's Capital Improvement Program. May serve in the absence of the Director of Public Works and Water.

**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:*

- Manage engineering activities including traffic signal, signing, and striping operations; provide engineering support to public works operations and maintenance activities; provide overall responsibility for the issuance of permits in public right of ways and easements.
- Prepare the City's Capital Improvement Program (CIP); oversee the management and implementation of CIP projects from inception to completion using staff or contracted services; provide engineering guidance and exercise professional engineering judgment regarding the application of design, specifications, and standards; approve plans and specifications; resolve claims and disputes regarding contracts.
- Oversee the review of the public infrastructure as constructed by private development projects; place Division requirements and conditions of approval; check maps and improvement plans; inspect the construction of public improvements; release securities; recommend acceptance for maintenance.
- Represent the Division at Planning Commission meetings; approve private development maps and plans as an official duty for the City; meet with and advises on policy, process, requirement, and standards development.
- Implement emergency repairs of City facilities damaged by traffic accidents, storms, or related situations.
- Provide fiscal stewardship and management for the Division; prepares, monitor and control the Division budget; approve purchase requisitions, invoices, progress payments, change orders, and expenditures; prepare requests for proposal and select and recommend the award of contracts; approve contracts up to amounts within delegated authority; recommend the award of contracts over amount of delegated authority; oversee, applies for, utilize, and monitor grant funding for various CIP projects; approve the engineer's report for City assessment districts; prepare and update studies for fees and rates, including the Road Development Impact Fee; review and recommend the approval of fee credit agreements to the City Council; encourage staff to utilize maximum fiscal responsibility.
- Supervise subordinate staff; set work priorities; create work schedules; provide training; conduct performance evaluations; reward and/or disciplines employees.
- Prepare agenda items for the City Council, Water District Board, and other entities; make presentations regarding engineering items at City Council meetings; investigate, report, and respond to various concerns or complaints from the public, public record requests, claims or litigation involving engineering; meet with the public to address concerns.
- Provide external agency coordination; represent the City at various committees, boards, state, and federal agencies; interact with various officials; and give presentations.

- Provide staff with tactical and strategic directions; provide coordination of activities between divisions and departments.
- Obtain updates of projects; provide decisions regarding physical or funding challenges.
- Serve in an official capacity as the City representative for state-mandated Stormwater Program; oversee environmental clearance and environmental permitting of CIP projects; deal with ongoing environmental requirements for the maintenance or emergency repair of City public works facilities such as streets and drainage.

## **MINIMUM QUALIFICATIONS:**

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

Bachelor's Degree in Civil Engineering from an accredited college or university; AND six years of broad professional municipal engineering experience, INCLUDING three years of supervisory or management experience over professional and sub-professional engineering staff; a Master's Degree in Public Administration or Business Administration is highly desirable.

### **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, and 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.

**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.

**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

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Personnel Officer

\_\_\_\_\_  
Date