



Engineering Manager

Department/Division:	Public Works/Engineering
Reports To:	Director of Public Works
Provides Direction To:	Associate Engineer, Assistant Engineer, Public Works Inspector
Date Updated:	July 13, 2022

GENERAL PURPOSE

To assist in the planning, directing, managing, supervising, and coordinating of the administrative support activities and operations of the Engineering Division; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex staff assistance to the City Engineer; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Oversee and direct the administrative support functions and activities of the Engineering Division including the geographic information system, permit issuance, budgetary administration, and grant management. Assess and monitor the workload of assigned personnel to ensure the efficiency and effectiveness of service delivery.
2. Manage and perform a variety of technical and contract administration tasks relative to assigned Capital Improvement Program projects. Develop plans and specifications, monitor project activity, work schedules, prepare change orders/contract amendments, monitor contractual compliance, and facilitate payment.
3. Participate in and oversee the preparation of the Engineering Division's annual operating budget and the City's Capital Improvement Program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
4. Represent the City to outside agencies, organizations, and regional committees.

5. Serve as a representative of the Engineering Division with other City Departments and divisions. Coordinate processes, recommend and implement efficiency improvements.
6. Participate in the development and implementation of the Engineering Division's goals, objectives, policies, and procedures; evaluate the operations and activities of the Division.
7. Prepare comprehensive reports; draft policies, operating procedures, administrative manuals, ordinances, and resolutions; recommend appropriate alternatives and courses of policy action; implement policies and procedures relating to the administrative activities of the Engineering Division ensuring compliance with applicable guidelines, standards, laws, and regulations.
8. Select, motivate, and evaluate Engineering Services support personnel; prepare performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures. Encourage and foster cooperative working relations within assigned staff. Recommend and implement technical training.
9. Conduct independent research and prepare recommendations related to a variety of special administrative assignments and special projects.
10. Prepare and present a variety of analytical and statistical reports on engineering programs and activities.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints and recommend corrective action as necessary. Prepare letters, memoranda, and other written correspondence relative to Engineering Division matters.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operational characteristics, services, and activities of municipal engineering programs; principles and practices of civil engineering; principles and practices of project management; principles and practices of planning, funding, administering, and coordinating capital projects; management skills to analyze programs, policies, and operational needs; principles and practices of program development and budget preparation and administration.

Ability to:

Manage, direct, and coordinate the work of professional, technical, and clerical staff; select, supervise, train, and evaluate staff; administer contracts and grants; oversee and direct the administrative operations, services, and activities of the Engineering Department's staff. 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, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply related Federal, State, and local policies, laws, and regulations communicate clearly and concisely, both orally and in writing.

Education/Training/Experience:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience: Five (5) years of increasingly responsible municipal experience in the engineering field including two years of supervisory and administrative responsibility.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Possession of a valid Civil Professional Engineer (PE) or Land Surveyor (LS) license issued by the State of California Board for Professional Engineers and Land Surveyors is desirable.

Engineer-In-Training certificate issued by the State of California is required if applicants do not currently possess a Professional Engineer license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to ginger, handle, feel objects or controls; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weight 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, be exposed to wet or humid conditions, and be exposed to loud machinery at construction sites.