



City Engineer

Department/Division:	Public Works/Engineering
Reports To:	Director of Public Works
Provides Direction To:	Principal Civil Engineer, Senior Civil Engineers, Engineering Assistant, Senior Management Analyst, Administrative Assistant, Public Works Inspector, Intern
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	October 3, 2014
City Council Resolution #:	

GENERAL PURPOSE

Under administrative direction, plan, manage, and coordinate the services of the Engineering Division, including capital improvement projects, public works inspection projects, and engineering permit services; coordinate engineering plan preparation and approval of public works projects and private development plan checks; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The City Engineer is distinguished from the Principal Civil Engineer by its greater level of professional knowledge, decision-making capabilities, capital project authority, and scope of budget and supervisory authority, as well as greater interactions with other City departments and public and private engineering and planning representatives.

ESSENTIAL FUNCTIONS

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 the class.

1. Prepares Capital Improvement Plan and manages projects for the improvement of streets, water system, sewer system, storm drains, City structures and other City owned assets.
2. Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed in consultation with the department director and Director of Human Resources.

ESSENTIAL FUNCTIONS (continued)

3. Reviews private development plans for impacts on the right of way and on-site storm water provisions; places conditions on private development to mitigate development impacts.
4. Approves maps, plans, and engineering design changes requiring signature of licensed professional engineer.
5. Prepares and manages the Engineering Division operating budget; makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.
6. Supervises Public Works inspection processes related to work in the public right-of-ways.
7. Presents engineering staff reports and recommendations to Director of Public Works and designated bodies.
8. Reviews, processes, and approves tract and parcel maps.
9. Manages traffic signal design and maintenance projects.
10. Manages infrastructure condition assessment activities for water, sewer, and storm drain and systems, as well as street paving, and City buildings.
11. Coordinates with regional and regulatory agencies to ensure compliance with current programs and regulations.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, practices, standards, methods and techniques of civil engineering; development, evaluation and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water systems and other public works projects and plan review of private development projects; CEQA, NEPA, NPDES, WDR and other environmental compliance programs; construction management; public bidding procedures of the California Public Contract code; Streets and Highways Code; Uniform Traffic Control Devices and California Highway design principals; Caltrans Local Assistance funding procedures for federal and State funded projects; traffic signal design and operation; Proposition 218; federal, state, and county fund sources and procedures to request those funds; Subdivision Map Act; Brown Act; principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices; customer service techniques.

Ability to:

Plan, organize, coordinate and manage design and construction engineering services for public construction, capital improvements projects, and the review and approval of private development projects; participate in selecting, training, supervision and evaluation of professional, technical and support personnel; delegate work efficiently to meet deadlines; lead and motivate employees; analyze engineering plans, specifications and proposals for public works projects and evaluate private development proposals for technical feasibility, safety compliance, and public acceptability; communicate effectively, both orally or in writing; prepare and present administrative reports and staff recommendations; establish and maintain effective working relationships with staff, supervision, management, executives, consultants, contractors, developers, governmental officials, and public and private representatives.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required. College-level course work or certification in the principles of project management and employee supervision is desirable. Eight years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required. Three years supervisory experience in the public sector is highly desired.

Licenses, Certificates; Special Requirements:

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineers.

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 class, the employee is constantly required to sit, and occasionally to stand and walk. The sensory demands include the ability to talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents weighing more than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given interruptions; and interact appropriately with staff, management, consultants, contractors, developers, City officials, public and private representatives, and others in the course of work; interpret engineering standards and resolve related conflicts.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.

Occasional driving is required to conduct field observation of public works and engineering construction projects and work operations. The employee is occasionally exposed to dust, debris, and construction noise and variable weather conditions.

The employee is expected to attend meetings at various City facilities, training and meeting sites, and public and private events.