

# CITY OF LAKE ELSINORE

## City Engineer

### Exempt and At-Will

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, organizes and coordinates the services of the Engineering Division; coordinates activities with other City officials, departments, outside agencies, organizations and the public; serves as a technical resource for assigned staff and the City Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Engineer** is the head level class, which oversees all functions and operations of the Engineering Division. The incumbent is also responsible for all municipal engineering and the administration of the Capital Improvement Program Division, which includes project planning, project design, right-of-way acquisition, construction management and inspection, and contract management. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager or his/her designee. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes and coordinates the work activities of staff responsible for street design, drainage structure, civic structures, land surveying, traffic engineering, storm water pollution prevention program, and other municipal engineering functions; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.
- Plans, organizes and coordinates the work and field operations staff responsible for construction, pavement management, repair, and maintenance in streets, parks, and facilities; coordinates and administers general construction contracts.
- Develops policies and procedures; recommends programs, projects, and work assignments to the City Manager or his/her designee; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-

range program plans for assigned areas; ensures compliance with applicable rules, policies and procedures.

- Establishes performance goals for employees; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates Engineering's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Manages capital facility planning, design and construction management related to drainage, streets and transportation; advises on problems having to do with drainage, storm water and development for areas within or immediately adjacent to the City; oversee public facilities construction field inspections.
- Reviews and approves final maps, street plans, storm drain plans, and grading plans.
- Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way or CP projects.
- Manages the FEMA flood zone program.
- Prepares, manages and coordinates the development of the Engineering Division's budget; prepares forecasts of necessary funds for staffing, CIP projects, materials and supplies; presents, justifies and defends programs; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Organizes, attends and serves the City's interests at public, community and special interest meetings, as well as civic and legislative events; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the program.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the division.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, plans, drawings and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in public sector management, preferably in public works management, and a Bachelor's Degree in Management, Public Administration, Engineering, or related field

### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license and possession of a valid certificate as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

Modern principles, practices and techniques of engineering and planning administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of engineering, construction, inspection, contract management and municipal project financing; applicable federal, state and local laws, codes and regulations, including city, county and state construction codes; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Plan, direct, manage and coordinate the work of the Engineering Division; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.