

**City of Grass Valley
JOB DESCRIPTION**



CITY ENGINEER

Department: Public Works Department

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE

This is a full-time, salaried, executive level position in the Public Works Department. The City Engineer serves at the pleasure of the City Manager on a contract basis (at will) and receives administrative direction from the City Manager.

The purpose of this position is to plan, organize, direct, supervise and coordinate all work of the Engineering Division including but not limited to design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, Department of Industrial Relations prevailing wage compliance, NPDES permits, and related functions and program areas; coordinates assigned activities with other divisions, departments, and outside agencies. Perform a wide variety of highly responsible and technical engineering and managerial duties.

The City Engineer is responsible for carrying out the mission of the City in conformance with City of Grass Valley organizational values.

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the City Engineer position for lack of maintaining the required certifications.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. The incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex and sensitive areas. Supervision is exercised over subordinate professional engineers and sub-professional personnel. This position requires management responsibilities of a supervisory nature. Incumbents must be proficient in basic concepts relating to personnel management.

The City Engineer requires a high degree of professional skill and knowledge in administering and evaluating complex engineering programs, building services, and the management of major operational sections. The class of City Engineer differs from the next lower class of Assistant City Engineer in that the City Engineer plans, organizes, coordinates, and directs the work of the entire Engineering Division and engineering related responsibilities for the rest of the City Departments whereas the Assistant City Engineer is responsible for fewer sections and programs.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Assume full management responsibility for all services and activities of the Engineering Division including design and bidding of all public improvement projects including roadway and utility projects, processing private development projects, traffic section activities including operation and maintenance of traffic controls, field inspection of all projects, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, Department of Industrial Relations prevailing wage compliance, NPDES permits and related functions and program areas.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; plans, develops, and implements methods and procedures designed to improve operations, minimize operating costs, and promote the most efficient use of labor and materials; recommends, within departmental policy, appropriate service and staffing levels.
3. Establish appropriate service and staffing levels for the Engineering Division.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
5. Plans, coordinates, directs, and oversees work activities for Engineering Divisions operations; Develops Division's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
6. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Engineering Division.
7. Directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the Engineering Division.
8. Plans, directs, coordinates, and reviews the work for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff and the public to identify and resolve problems.
9. Monitors work activities to ensure safe practices, quality, and accuracy; ensures compliance to applicable rules, policies, and procedures.
10. Select, train, motivate and evaluates staff; provide or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures, and reports same to City Manager.
11. Serves as the liaison for the Engineering Division to other divisions, departments, and outside agencies; represents the City in meetings with other public agencies to develop and coordinate future or on-going projects; negotiates and resolves sensitive and controversial issues.
12. Provides staff assistance to the City Manager; participates on a variety of committees.
13. Applies for and manages grant and loan funds.

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14. Evaluates and forecasts the City's public works capital needs; develop and design capital improvement projects.
15. Oversees and participates in the development and administration of the Engineering Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; monitors and approves expenditures; implements midyear adjustments.
16. Procures, administers, and monitors contracts for materials or services relating to Engineer Division operations.
17. Participates in outside community and professional groups and committees; provides technical assistance as necessary; stays abreast of new trends and innovations in the field of engineering.
18. Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
19. Foster an environment that embraces diversity, integrity, trust and respect.
20. Oversees and participates in customer service to internal and external customers; responds to and resolves difficult and sensitive citizen inquiries and complaints; meet with and represent the City at various neighborhood meetings to explain engineering criteria.
21. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
22. Ensures maps, drawings, records, and files are maintained and updated.
23. Exercises the powers and duties as provided in the City's Municipal Code.
24. Reviews and evaluates private improvement plans for impact on public projects and facilities; approves and certifies plans as appropriate.
25. Prepares and reviews bid packages. Analyzes bids received and makes recommendations for award of contracts. Administers contracts and change orders.
26. Reviews and directs the work of consultants and assures conformance with required standards and specifications.
27. Coordinates environmental review with Planning Department and other agencies.
28. Prepares and updates comprehensive City standard construction specifications and details.
29. Prepares and administers City-wide drainage plans. Reviews and inspects grading and drainage for all public and private projects for consistency with City drainage requirements, including compliance with the National Flood Protection Act.
30. Develops and maintains a Pavement Management System consistent with street and highway funding requirements.
31. Oversees City construction inspection responsibilities on public and private projects.
32. Performs related duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Principles and practices of municipal public works and civil engineering. Operational characteristics, services, and activities of a comprehensive engineering program including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, and related functions and program areas.
2. Legal, financial, and public relations issues associated with public works and municipal engineering.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
4. Recent developments, current literature, and sources of information regarding public works and engineering practices.
5. Methods and techniques of contract negotiation and administration.
6. Principles and practices of program and budget development, administration and evaluation.
7. Methods and techniques of supervision, employee evaluation, training and motivation.
8. Principles and practices of fiscal control, supervision, personnel administration and management.
9. Civil engineering practices, methods, and specializations related to public projects, design, hydraulics, traffic and other municipal engineering areas.
10. Applicable local, State and Federal laws, codes and regulations.
11. Public bidding process and contracting procedures for public works projects, including prevailing wage requirements.
12. Construction procedures and contract administration principles and practices, including prevailing wage requirements.
13. Methods and techniques for record keeping and report preparation and writing.
14. Proper English, spelling and grammar.
15. Occupational hazards and standard safety practices.

Ability to:

1. Participate in future planning for infrastructure growth.
2. Oversee and participate in the management of a comprehensive engineering program including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District,

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- and related functions and program areas.
3. Provide effective leadership and coordinate the activities of assigned subordinate Public Works staff and engineering services.
 4. Plan and organize efficient and effective work schedules.
 5. Select, supervise, train, and evaluate staff.
 6. Evaluate existing processes and procedures for improvement.
 7. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
 8. Read and interpret maps, sketches, drawings, specifications and technical manuals.
 9. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
 10. Negotiate agreements and contracts with divergent interests.
 11. Research, analyze, and evaluate new service delivery methods and techniques.
 12. Represent the interests of the Engineering Division in the community and at professional meetings as required, including but not limited to Development Review Committee, Planning Commission, etc.
 13. Administer budgets for division activities.
 14. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, contracting for services, and inventory.
 15. Gain cooperation through discussion, consensus building and persuasion.
 16. Interpret, explain and apply applicable laws, codes and regulations.
 17. Read, interpret and record data accurately.
 18. Organize, prioritize and follow up on work assignments.
 19. Work independently and as part of a team.
 20. Make sound decisions within established guidelines.
 21. Follow written and oral instructions.
 22. Observe safety principles and work in a safe manner.
 23. Communicate clearly and concisely, both orally and in writing.
 24. Establish and maintain effective working relationships.
 25. Properly formulate, interpret, evaluate, and make decisions and recommendations in accordance with applicable laws and regulations.
 26. Make complex engineering calculations and prepare engineering plans and specifications.
 27. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.

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QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces.
3. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
4. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
6. May be required to lift and move as much as 35 pounds.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. Eight years of increasingly responsible experience in the field of engineering, of which at least three years was at a management or Assistant City Engineer level directing the implementation of multiple large, complex public capital development programs concurrently, including the supervision of staff in multiple disciplines.
2. A Bachelor's degree in engineering from an accredited university.
3. Registration with the State of California as a Professional Engineer is required.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Possession of a valid class "C" California Driver's License.
2. Possession of a valid certificate of registration as a professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.
3. Qualified Stormwater Developer within 6 months of hire
4. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003).

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5. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the City Engineer classification for lack of maintaining the required certifications and/or licenses.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____ Date: _____

Adopted:

Revised:

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