

CITY ENGINEER/ASSISTANT DIRECTOR OF PUBLIC WORKS

Definition:

Under administrative direction of the Director of Public Works, the City Engineer/Assistant Director of Public Works is responsible for the City's civil engineering design, inspection, construction administration, surveying, right-of-way encroachment permitting, traffic engineering, and other functional areas of the Public Works Department as assigned; serves as the acting Director of Public Works in the absence of the Director; and performs related work as required. The incumbent leads engineering professionals, supervisors, office and field technical staff, coordinates efforts of assigned areas among Public Works divisions and other City departments and serves as community or staff liaison on various commissions and committees. Work requires knowledge and understanding of City administrative policies and procedures.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the City Engineer/Assistant Director of Public Works include the following:

Plans, organizes, directs and manages all activities of the Engineering Division to include traffic engineering/signal operations, project development and design, construction management and general engineering services, as well as other functional areas of the Public Works Department as assigned.

Directs the work of assigned staff and consultants in accomplishing projects and responsibilities; and develops and carries out programs and projects intended to expand, rehabilitate, replace or renew the City's infrastructure.

Oversees preparation of recommendations for department budget and City capital improvement program and administers expenditure of funds and CIP.

Coordinates assigned activities with those of other Public Works divisions and other City departments as needed.

Advises the Director of Public Works, the City Manager, City Council, and other City departments/divisions on civil engineering surveys, designs, plans, specifications, reports and contracts for the construction of street improvements, sanitary sewer, storm drains, water improvements, bridges, park improvements and related projects.

Serves as the City's primary representative for engineering matters with other agencies, consultants, developers and contractors.

Represents the City in engineering related issues before a variety of groups, the public and other agencies.

Assists in developing, recommending, administering, interpreting and enforcing departmental and City engineering policies, procedures and regulations.

Directs and participates in the preparation of a wide variety of surveys, plans, specifications, requests for proposals, studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.

Formulates, recommends and implements division goals and develops workload indicators to measure progress towards goals achievement.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Responsible for selection, training, supervision and evaluation of division staff.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Inspects construction sites and other projects as needed.

Makes presentations and attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.

Interacts with the public with courtesy and tact.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

City Engineer/Assistant Director of Public Works is a single incumbent class serving as an assistant department head and is a member of the City's executive team. The City Engineer/Assistant Director of Public Works is appointed by and reports to the Director of Public Works and has broad responsibility for the safe, effective and efficient administration of all activities within assigned areas of responsibility.

Contacts and Relationships:

The City Engineer/Assistant Director of Public Works supervises Engineering mid-managers and professional/administrative support staff and through them all employees in assigned areas of responsibility. The incumbent establishes and maintains contact with and has continuing interaction with the City Council, the City Attorney and a variety of City staff including the City Manager and City department heads. Additional contact will occur with civic groups, developers, consultants and representatives of other public and private agencies. Contact with the public will occur on a frequent and reoccurring basis.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and public works department organization, administration, budgeting, and operations.

Principles, practices and methods used in contemporary civil engineering projects and public works programs.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to areas assigned.

Laws, codes, regulations, standards, rules and procedures governing civil and municipal engineering, planning, administration and design and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Contract administration.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership within assigned functional areas and programs.

Formulate and administer effective programs.

Oversee the preparation and review of engineering plans and specifications for sanitary sewers, storm drains and other public works and private development projects.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, city and department rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain composure in public setting.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Interact the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Civil Engineering or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a professional engineering organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Possession of a valid certificate of registration as a Professional Civil Engineer with authorization to practice in California.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the City Engineer file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Other:

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration, Civil Engineering or a related field from an accredited college or university is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors with outdoor work as required. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, reaches and grasps. When performing inspections the incumbent may walk and stand on slippery and uneven surfaces and be exposed to vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Adopted January 2019