City of Lincoln
Engineering Manager

DEFINITION:
Under direction, to plan, organize and direct the activities of an assigned engineering division in the Department of Community Development; to coordinate engineering services with other divisions, City departments, outside agencies and organizations; to perform advanced level professional engineering work in the areas of current and advance engineering; to provide complex staff assistance to the Director of Community Development and others to plan, organize, supervise, and review the work of assigned staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:
This single position classification is responsible for planning and directing staff, and directing current and advanced engineering projects for the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED:
The incumbent receives general direction from the Director of the Community Development Department and provides direction and supervision to assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to the following:

- Plans, manages, oversees and directs the professional and technical engineering work in the design, investigation, project management and construction of street, storm drainage facilities, sanitary sewer facilities, parks, park irrigation systems, water production and distribution facilities; reclaimed water, buildings, and other projects.
- Recommends goals and objectives; assists in the development and implementation of policies, procedures and standards to ensure compliance with applicable laws and regulations.
- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff.
- Trains employees in work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Participates in the development and implementation of the Community Development Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials and supplies needed to support the Community Development work plan.
- Maintains accurate, complete and up-to-date records.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the Planning Commission, City Council and citizen groups regarding Department findings and recommendations.

- Coordinates engineering activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, architects, and others; provides staff support to a variety of boards and commissions; participates in professional groups and committees.
- Reviews, assigns and oversees the design and development of public works and utility structures from pre-application through the construction phase; the preparation of project specifications; provides advice and instructions to subordinates on design standards and problems from design inception through the construction phase to completion of the project.
- Prepares and negotiates requests for proposals, contracts and agreements; analyzes proposed development projects for compliance with applicable codes, ordinances and regulations.
- Monitors and keeps informed of current trends in the field of municipal engineering, including legislation, court ruling and professional practices and techniques; evaluates their impact and recommend policy and procedural modifications accordingly.
- Acts on behalf of the Director when needed.

QUALIFICATIONS: (the following are minimum qualifications necessary for entry into the classification)

Education and/or Experience:
The education and experience that has provided the knowledge, skills and abilities necessary to an Engineering Manager to perform the essential functions of the job; Qualifications include a Bachelor's degree from an accredited college or university with major coursework in engineering, business, public administration or a related field; A master's degree in one of these areas is preferred. Six years of increasingly responsible experience related to development services, including expertise in a supervisory or management capacity

License Requirements:
- A valid California Class C license is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case-basis.
- A valid certificate of registration as a civil engineer issued by the California State Board of Registration for Civil and Professional Engineers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Administrative principles and methods, including strategic goal setting, program and budget development and implementation
- Basic budget preparation and monitoring, cash control and related accounting practices
- Applicable Federal, State and local laws, rules, codes and regulations
- Principles and practices of municipal public works including water, sewer, and storm drain utilities and street maintenance
- Principles and practices of civil engineering, including the planning, design, construction and inspection of municipal public works;

- Subdivision Map Act, NPDES permitting, CEQA and NEPA
- FEMA flood plain mapping, legal, financial, and public relations issues associated with a public works department
- Methods and techniques of effective project management, contract administration and technical report preparation and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments and trends, current literature, and sources of information related to municipal engineering and administration
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Principles and practices of personnel management, supervision, training and performance evaluation
- Safety principles, practices and procedures
- Plan, organize, supervise, review, and evaluate the activities of assigned program areas
- Coordinate assigned activities with other City departments and agencies as required
- Analyze site design, terrain constraints, grading, circulation, land use compatibility, utilities and other urban services
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and general public
- Ensure project compliance with Federal, State and local rules, laws and regulations
- Analyze and streamline the City's engineering review processes without sacrificing development quality
- Interpret, analyze, and direct changes to City Codes and ordinances related to engineering
- Develop, implement and interpret goals, objectives, policies, procedures and standards
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements and correspondence.
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Plan, coordinate, prioritize and perform a variety of complex and sensitive engineering projects
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Use tact, initiative and independent judgment within established procedural guidelines

PHYSICAL REQUIREMENTS

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; operate a motor vehicle on streets; mobility to traverse uneven terrain and periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by

telephone; manual dexterity to operate small equipment, tools and standard office equipment, and to manipulate single sheets of paper and large document holders.

FLSA: Exempt
Employee Group: Mid Management/Confidential Self-Represented Unit
Adopted: