

## CITY OF LINCOLN CITY ENGINEER

*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 general direction, assists the Director of Development Services in the planning, administration, and coordination of the activities of the Development Services Department; assists in coordination of assigned activities with other City departments and outside agencies; provides highly responsible and complex technical staff assistance to the Director of Development Services; acts as a member of the Public Services management team; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The City Engineer is the management level class responsible for assisting the Director in the day-to-day administrating, directing and supervising of the division. This classification is distinguished from the next higher classification of Director of Development Services in that the latter is responsible for overall management of the department.

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

Receives general direction from the Director of Development Services. Exercises direct supervision over subordinate professional, technical and clerical staff.

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

- Plans, coordinates and supervises the work activities for assigned operations; participates in the development of the department's work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Recommends and assists in the development, planning, and implementation of department goals and objectives; assists in the development and implementation of department policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff members in assigned functions and activities; and from time to time issues work orders to the operation's division.
- Monitors work activities to ensure safe work practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
- In the Director's absence is responsible for managing the entire department.

- Coordinates assigned department activities with those of other departments and outside agencies and organizations; provides staff assistance to the Director of Development Services and City Council; prepares and presents reports and other necessary correspondence; attends City Council meetings and makes presentations as necessary.
- Participates in the development and administration of the Development Services budget; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
- Administers and monitors contracts for consulting services and works closely with the operations manager in relation to contracts for Development Service operations.
- Confers with contractors and engineers regarding proposals, specifications, and project problems.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Serves as staff liaison to the Director of Development Services to attend various commissions and committees on public works matters as assigned; assists in providing technical support as necessary.
- Receives and responds to public inquiries, requests for assistance and complaints regarding assigned public service activities; participates in public meetings as necessary.
- Researches and prepares a variety of reports, correspondence and special studies.
- Performs professional field engineering work as required by the Director of Development Services.
- Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
- 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 on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

## **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 ten years of increasingly responsible experience in public works, including five years in a supervisory or management capacity, and a bachelor's degree in civil engineering or a related field.

### **License/Certificate:**

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

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

### **Knowledge of:**

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; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; recent developments, current literature, and sources of information regarding public works practices; methods and techniques of contract negotiation and administration; basic 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; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; computer aided design (CAD), methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Skill to:**

Operate an office computer and a variety of word processing and software applications.

### **Ability to:**

Provide effective leadership and coordinate the activities of Public Service staff; plan check complex engineering drawings; manage the implementation of City's capitol improvement standards; plan and organize efficient and effective work schedules; evaluate existing systems and procedures for improvement; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; read and interpret maps, sketches, drawings, specifications and technical manuals; negotiate and oversee contracts; represent the interests of the City in the community and at professional meetings as

required; plan and administer budgets for assigned projects and activities; operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory; gain cooperation through discussion and persuasion; perform mathematical calculations quickly and accurately; 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.

**Salary Range:** Refer to Unrepresented Group's Salary Schedule  
**FLSA:** Exempt  
**Employee Group:** Contract/At Will