



City of Woodland

CITY ENGINEER

DEFINITION

To plan, organize and direct the activities of the Engineering Division and to serve as the City Engineer.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Department Director. Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Provide effective direction, control, and management over key engineering functions including: infrastructure and utilities engineering, transportation engineering, construction management, and development review. Manage, supervise and assist subordinate staff in the planning, design, construction and maintenance of street, sidewalks, water and sewage systems, drainage structures, transportation facilities and other public works. Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects. Sign plans for public works improvements. Stamp plans for work designed in-house. Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties. Ensure the effective coordination of work and project development between engineering/design components and the operations/maintenance components. Also ensure effective coordination with the other Departments such as Community Development Department and Public Works Department. Determine priorities and work sequences necessary to achieve objectives and assigns personnel in accordance with priority and need. **Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.** Work cooperatively with others.

Prepare and compile the city's master plans, major projects financing plan, and capital improvement program for review by the Department Director. Develop and maintain City of Woodland Standard Specifications for use on City infrastructure

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projects. Prepare and administer the division budget. Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Oversee and insure proper review of all private development proposals including subdivision and parcel maps and improvement plans. Prepare and direct the preparation of various reports to staff/City Council and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness. Maintain regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding the City's activities and services. Supervise, train and evaluate assigned staff. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects. Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works. Principles and practices of management and supervision. Principles and practices of leadership, motivation, team building and conflict resolution. Principles of budget preparations and expenditure control. Contract preparations and administration. Safety principles, practices and procedures. Operation and programs of a personal computer.

Skill to:

Plan, coordinate and prioritize a variety of engineering projects. Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to public works constructions and development projects. Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations, and guidelines. Prepare and present clear, concise, and competent reports, both orally and in writing. Efficiently operate a personal computer. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirement necessary to safely and effectively perform the assigned duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering. Postgraduate work preferred.

Experience:

Five years of increasingly responsible and varied civil engineering experience including at least two years of significant supervisory responsibilities.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 20 pounds of force seldom, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action:

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