

## CITY OF LINCOLN

### DIRECTOR, DEPARTMENT OF ENGINEERING / 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 direction of the City Manager, plans, manages, oversees and directs the operations and services of the Engineering Department. Coordinates activities with other City officials, departments, outside agencies, organizations and the public; establishes department goals, objectives, policies and procedures; provides highly complex staff assistance to the City Council and Council subcommittees; serves as a technical resource for assigned staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The City Engineer is the administrative management level class responsible for directing and supervising the department and the respective divisions. This classification is distinguished from the next higher class of City Manager, or designee in that the latter has overall responsibility for administering the City's operations.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the City Manager or designee. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

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

- Plans, manages, oversees and directs the operations and services of all divisions in the department, which includes, but is not limited to capital improvements project management, traffic engineering and construction management; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; establishes department goals, objectives, policies and procedures; provides highly complex staff assistance to the City Council and City Council sub-committees.
- Develops, implements, and maintains departmental engineering goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Serves as liaison with some federal, state, regional, county, city, and special district agencies on City engineering related matters; provides responsible and complex staff support to the City Council, Council subcommittees, and City Manager; develops recommendations for policies, laws, ordinances, resolutions, and programs related to engineering activities.
- Prepares, manages, and coordinates the development of the Department budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate

staff; implements adjustments as necessary.

- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Approves and assigns the approval of special permits, including, but not limited to, encroachment, transportation, wells, and grading permits.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering, state and federal infrastructure grants administration, and in the field of public service delivery responsibilities; maintains a customer service orientation within the department; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.
- Coordinates assigned department activities with those of other departments, the City Manager, and outside agencies and organizations; assigns engineering support to other departments, City Manager, and the City Council; prepares and presents reports and other necessary correspondence; attends City Council meetings and makes presentations as necessary.
- Administers and monitors contracts for consulting services and works closely with the Public Services Director in relation to contracts for City operations.
- Confers with contractors and engineers regarding proposals, specifications, and project challenges.
- Researches and prepares a variety of reports, correspondence, and special studies.
  - Performs professional field engineering work as required by the City Manager.

**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/ABILITIES/SKILLS:** *(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.

**Ability to:**

Provide effective leadership and coordinate the activities of Engineering staff; plan check complex engineering drawings; manage the implementation of public facilities improvement standards; plan and organize efficient and effective work schedules; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and provide for an innovative culture; 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.

**Skill to:**

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

**FLSA:** Exempt  
**Employee** Unrepresented  
**Group: Effective:** **July 1, 2017**