

CITY OF COVINA

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, plans, manages, supervises, oversees and performs professional and technical engineering work in the design, investigation, project management, and construction of public works engineering activities; coordinates civil engineering projects, development review, and/or master plans and assigned activities with other divisions, departments, consultants, contractors, engineers, and outside agencies; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Engineer** is the managing registered civil engineer class within the Public Works Department which serves as the Division Manager exercising responsibility for planning and organizing a variety of assigned engineering projects and directing the work of assigned professional and field staff. Incumbents perform complex professional engineering and program management assignments demanding considerable knowledge of various aspects of engineering and related program requirements, including land development, planning, design standards and regulations, street, sewer, and storm drain construction and maintenance.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Public Works. Exercises direct and indirect supervision over professional, technical and field staff.

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

- Plans, manages, leads, oversees and performs professional and technical engineering work in the design, investigation, project management, and construction of civil engineering activities; supervises traffic engineering activities; coordinates water, sewer, storm drain, and street civil engineering construction projects; development review, and/or master plans and assigned activities with other divisions, departments, consultants, contractors, engineers, and outside agencies; advises the Public Works Director, City Manager, and City Council on technical matters.
- Ensures compliance with applicable rules, engineering codes, policies and procedures; participates in the development of policies and procedures; recommends programs, projects and work assignments to City Administration; acts as technical expert and resource for the Director, City and public committees; monitors work activities to ensure safe work practices, work quality and accuracy.
- Supervises right-of-way acquisition documents and negotiations under guidance of the Director and City Attorney.

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- Reviews subdivision and other development proposals for compliance and sound principles including master plans, design plans, specifications, contracts and agreements; manages the design, construction, and long-range planning of City Capital Improvement Projects.
- Develops and administers the Engineering Division's budget and Capital Improvement Program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, supervises and evaluates assigned professional and field personnel; provides or coordinates staff training; assigns work activities, projects and programs; meets with staff to identify and resolve problems; works with employees to correct deficiencies.
- Monitors and keeps informed of current trends in the field of municipal civil engineering including legislation, court rulings and professional practices and techniques; evaluates their impact and makes recommendations to the Director regarding policy and procedural modifications accordingly.
- Reviews and approves sub-division maps, civil engineering plans, specifications, estimates, and contract documents for street, sewer, storm drain, water distribution pipe and other projects; may serve as chief staff advisor to the Board of Parking Place Commissioners and the Traffic Advisory Committee; and negotiates with citizens, property owners, contractors and other agencies.
- Oversees the preservation of City survey information for street centerline re-establishment and maintenance of detailed project management records and documentation; make adjustments to standard operating procedures to improve effectiveness and implements compliance to regulatory changes as appropriate; directs the preparation and maintenance of general records and correspondence; performs special studies and prepares reports.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing on-site construction directions and phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 a bachelor's degree in civil engineering, or a related field, and five years of progressively responsible experience in civil engineering and public works construction, contracts administration, and maintenance activities including three years in a supervisory capacity.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of 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 KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, procedures, practices and standards of municipal civil engineering; land development, surveying methods and techniques; municipal engineering laws, ordinances, codes, specifications and plans; engineering project inspection methods; water and wastewater systems/plants; modern developments, current literature and sources of information regarding engineering; principles and practices of contract administration; traffic engineering fundamentals and use of standard equipment used in the engineering profession; methods and techniques of supervision, training and motivation; basic principles of mathematics; control surveys for horizontal and vertical datums necessary for use by private engineers; 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; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Manage, oversee, review, and perform complex engineering computations; check, design and supervise the preparation of engineering plans and studies; plan, organize, direct and evaluate the effectiveness of assigned program activities; exercise supervisory control over complex professional and technical tasks; perform the full range of professional civil engineering tasks; prepare and administer a budget; safely and effectively operate engineering tools and equipment; interpret, explain and apply applicable laws, codes and regulations pertaining to municipal public works design and construction; analyze and evaluate design drawings and specifications; prepare and manage project budgets; negotiate with citizens, property owners, contractors and other agencies; oversee the maintenance of detailed project management records and documentation; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; 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; promote and observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with City personnel and the public.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate surveying instruments and drive a motor vehicle.