



## **CITY OF CALEXICO**

**CLASS TITLE: CITY ENGINEER**

**MONTHLY: \$8,644 - \$10,507**

**RANGE: G-65**

### **BASIC FUNCTION:**

Under general direction, plans, organizes and coordinates the operations and services of the Engineering Department, which includes citywide engineering, traffic and transportation engineering, public infrastructure and Capital Improvement Program design, construction management, project plan check & inspection program, and contract management; coordinates activities with other City Officials, departments, outside agencies, organizations and the public; serves as a technical resource for assigned staff and the Building & Planning Director; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is designated as a non-classified at-will position. The City Engineer serves as the Director and oversees all functions and operations of the Engineering Division. The incumbent is also responsible for all municipal engineering and the administration of the Capital Improvement Program Division, which includes project planning, project design, right-of-way acquisition, construction management and inspection, and contract management.

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

Receives general direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel.

### **ESSENTIAL FUNCTIONS:**

Plans, organizes, and coordinates the work activities of staff responsible for street design, drainage structures, civic structures, land surveying, traffic engineering, storm water pollution prevention program, and other municipal engineering functions; coordinates activities with other City officials, departments, outside agencies, organizations, and the public.

Develops policies and procedures; recommends programs, projects, and work assignments to the Building & Planning Director; monitors work activities to ensure safe work practices, work quality, and accuracy; develops and maintains short and long-range program plans for assigned areas; ensures compliance with applicable rules, policies, and procedures.

Establishes performance goals for employees; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.

Develops, implements, and maintains departmental 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.

Plans, directs, and coordinates the Engineering Division's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

Manages capital facility planning, design and construction management related to drainage, streets, and transportation; advises on problems having to do with drainage, storm water and development for areas within or immediately adjacent to the City; oversees public facilities construction field inspections.

Reviews and approves street plans, storm drain plans, and grading plans.

Reviews and approves new development construction plans.

Reviews parcel and final subdivision maps for completeness and conformance with tentative maps.

Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way or CIP projects.

Manages the FEMA flood zone program.

Prepares, manages, and coordinates the development of the Engineering Division budget; prepares forecasts of necessary funds for staffing, CIP projects, 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.

Organizes, attends, and serves the City's interests at public, community and special interest meetings, as well as civic and legislative events; responds to most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups and the public; establishes and maintains customer service orientation within the program.

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.

Responds to the more complex questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints.

Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern principles, practices and techniques of engineering and planning administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of

engineering, construction, inspection, contract management and municipal project financing; applicable federal, state and local laws, codes and regulations, including city, county and state construction codes; 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; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling and grammar; occupational hazards and standard safety practices.

**ABILITY TO:**

Plan, direct, manage and coordinate the work of the Engineering Division; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; coordinate and conduct training programs for staff; respond to issues and concerns from the community; plan, organize, train, evaluate and direct work of assigned staff; 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 complex issues, 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 in English, both orally and in writing; establish and maintain effective working relationships.

**SKILLS:**

Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.

**QUALIFICATIONS:** *(The following are minimum qualifications.)*

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a bachelor's degree in civil engineering or related field. A minimum of five years of broad experience in professional civil engineering, including at least three years of progressively responsible managerial, supervisory, and administrative experience is required.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid certificate of registration as a Civil Engineer issued by the State of California Board for Professional Engineers and/or Land Surveyors. Possession of a valid Class C California driver's license by hire date.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, plans, drawings, and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.