

## CITY OF LATHROP

### 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 administrative direction from the City Manager, plans, manages, oversees and directs engineering services related to development processing and planning and acts as the City Engineer as required by State law. Coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; provides highly complex staff assistance to the Planning Commission and the City Council as necessary; serves as a technical resource for assigned staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Engineer** is the Department Head level position responsible for the operation of land development and related functions of the City, including all engineering related work for future, current and planned development. This position is distinguished from the next higher classification of Assistant City Manager in that the latter provides management support to the City Manager and assists with the overall day-to-day responsibilities of all City Departments and operations.

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

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

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

- Performs a broad range of design activities on a variety of complex engineering related projects, including streets, storm drain facilities, sanitary sewer facilities, lighting, landscaping, parks, water production and distribution facilities and buildings; performs field inspections; develops design procedures; prepares plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; makes recommendations for the Engineering Division budget and monitors the approved budget services.
- Assists in the development of development engineering related goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational and development activity performance, enhancing services and meeting goals; ensures that goals are achieved.
- Assigns work to subordinate staff as needed; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; participates in the selection and training of engineering personnel assigned to development engineering;

- Coordinates and oversees activities in development engineering services, including City consultants, focusing on land development, traffic, assistance with capital improvement projects, construction management/inspections and assistance with general program management of the more complex engineering and infrastructure projects. Coordinates with Public Works, Finance, Community Development and other City departments and divisions engaged in development services.
- Plans, directs, coordinates and participates in the City Engineering 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.
- Serves as liaison with various Federal, State, regional, county, City and special district agencies on City planning related matters; provides responsible and complex staff support to the City Council, City Manager, and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Development Engineering Services and Engineering activities.
- Assists in the preparation of the development of the engineering 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 Community Development and Public Works Department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning and land use development, civil, traffic and utilities engineering and relative service delivery responsibilities; 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 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.

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 the equivalent of six years of increasingly responsible experience in civil and/or development engineering, including three years in a supervisory or management capacity, and a bachelor's degree in civil engineering or related field or equivalent.

**License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

Possession of registration as a Professional Engineer by the California State Board of Registration for 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; surveying methods and techniques; principles and practices of Capital Improvement Project construction project management; strength of materials and stress analysis; engineering project inspection methods; contract administration; municipal engineering laws, ordinances, codes, specifications and plans; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including Lathrop Municipal Code; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and 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:**

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operation procedures as necessary to improve organizational effectiveness; coordinate the project management of multiple Capital Improvement Projects; prepare and administer a division budget; negotiate and manage construction contracts; plan, organize, train, evaluate and direct work of assigned staff; 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; safely and effectively operate engineering tools and equipment.