



POSITION DESCRIPTION

Title: Engineering Manager
Type: Regular
Pay Range: M/112

Department: Public Works
FLSA Status: Exempt
Revised: 09/2015

DEFINITION

To perform and oversee professional engineering work in the design, investigation, inspection for and construction of, public works and private development projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director and exercises direct and indirect supervision over professional and clerical staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Design, administer, and prepare plans, specifications and cost estimates (or manage consultants) for public works projects, including street, storm drain, traffic and related projects; research project design requirements; perform complex calculations and prepare estimates of time and material costs.
- Assign routine investigation, design and drafting tasks to technical subordinates; review completed work; assist in the resolution of difficult problems.
- Assign routine inspection tasks to inspection staff; assist in the resolution of difficult problems.
- Investigate field problems affecting property owners, contractors, and maintenance operations.
- Review, process and issue grading and encroachment permits and perform field inspections.
- Participate in the plan check, review and processing of plans for private developments.
- Manage complex design and construction projects.
- Perform contract administration and construction management for capital improvement projects.
- Prepare special engineering studies and reports for new or modified services and structures.
- Review and prepare comments for Planning Department applications including subdivisions, parcel maps, use permits, redevelopment and specific plans; plan, assign, direct and review development-related projects with other departments as part of a development review team.
- Review and prepare comments on all documents and projects requiring CEQA compliance, including environmental impact reports; ensure CEQA compliance on all public works projects.
- Review Parcel and Final Maps for conformance with the Subdivision Map Act and local ordinances and for technical accuracy.

- Prepare various applications for state and federal grants.
- Maintain engineering records, maps and databases for audit purposes.
- Oversee the work of contract consultants and inspectors providing services to the Town.
- Serve as technical advisor to the Public Works Director on engineering matters and developing recommendations for management use.
- Coordinate engineering activities with other Town departments and outside agencies.
- Recommend disbursement of funds for consultant progress payments and final payments upon completion of projects, for payment of invoices for goods and services and for miscellaneous expenditures.
- Write and compile staff reports and information for Commission and Council or other related reports; draft memorandum and correspondence to staff, vendors, contractors, consultants and others; review and check written communication prepared by others.
- Oversee development and training of assigned staff; monitor and evaluate staff performance and work with human resources and department director on related staff performance issues.
- Assist in the preparation and management of departmental budgets, financial billing, allocations, and required reconciliation.
- Assist in the coordination of special events.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials and techniques used in the construction of public works and utilities projects.
- Modern developments, current literature and sources of information regarding engineering.
- Modern office practices, procedures, methods and equipment.
- Principles and practices of surveying.
- Modern civil engineering budget controls.

Ability to:

- Make complex engineering designs and computations, and prepare engineering plans and studies.
- Understand and carry out oral and written directions.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply administrative and departmental policies, laws and regulations.

- Operate modern office equipment.
- Operate and manage technical engineering and data collection specialty equipment.
- Analyze and compile technical and statistical information; prepare reports.
- Perform complex professional engineering work with minimum supervision.
- Interpret public works engineering programs to the general public.
- Supervise, train, and evaluate assigned staff.

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:

Education:

Bachelor's degree from an accredited college or university with major study in civil engineering or a related field.

Experience:

Two years of experience at the equivalent of an Associate Civil Engineer.

Licenses:

- Possession of a Certificate of Registration as a Professional Engineer in the State of California.
- Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, grasp, squeeze, or feel in order to operate or manipulate objects, this will occasionally involve repetitive arm and wrist use. The employee will occasionally be required to reach above and below shoulders with hands and arms and is frequently required to stand, walk, talk, hear, and smell. The employee is frequently required to sit, and occasionally required to climb ladders/stairs, balance,

stoop, kneel, crouch, twist, and crawl. Frequent operation of motor vehicles and foot pedals is required. Frequent walking on even and uneven surfaces is required.

The employee is required to occasionally lift and/or pull or push up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to relate to others, advise, counsel, influence, lead, train or give instruction, and work independently. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings. Occasional outdoor work is required in the inspection of various construction sites. While performing the duties of this job, the employee occasionally works and drives in outside weather conditions, which may include extreme heat or cold, windy and other wintry conditions. The employee will frequently be required to work near machinery, electricity, power and impact tools, dust, chemicals, fumes, and at heights.

The noise level in the work environment is usually quiet to moderate. Hearing protection will be provided, when needed.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date