



## Engineering Division Manager

**Purpose of the role:**

Under general direction, plans, organizes, integrates and directs the activities and work of a major engineering division within the Public Works, or Building Division of Community Development Departments; and performs related duties as assigned.

**Distinguishing Characteristics:**

Incumbents of this class serve as the manager of an engineering division in the Public Works or Building Division of Community Development Departments. An incumbent in this position may assume responsibilities for responsibilities and duties of city engineer and be assigned city engineer as a working position title.

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**Essential Duties and Responsibilities:**

- Plans, organizes, controls, integrates and evaluates the work of engineering divisions in the Public Works, or Building Division of Community Development Departments; with subordinate supervisors and staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and assigned priorities; participates in the development of and monitors performance against the annual division/unit budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.
- Plans and evaluates the performance of supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Provides leadership and works with department managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values.
- Directs the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and develops specific proposals to meet them; plans and directs project management activities for a variety of capital improvement and maintenance projects, including the preparation of plans, specifications, designs; estimates, and schedules; coordinates inspections and project monitoring programs.

- Provides technical assistance to staff; reviews and evaluates plans for proposed assessment and maintenance districts; reviews subdivision and development proposals prior to Planning Commission action.
- Directs and administers operations, activities and programs in compliance with accepted federal, state and municipal standards governing building construction, public works construction, and engineering surveying.
- Reviews, analyzes, and recommends changes to the City construction policies and procedures; recommends and coordinates design changes, where appropriate.
- Keeps informed and up to date on current construction design techniques, changes in codes and regulations, new construction materials and methods.
- Works with developers, contractors, engineers, architects, and others regarding unusual construction and compliance problems.
- Ensures the maintenance of detailed records of division activities, findings, and results; ensures the timely and accurate completion of all required topographic and construction engineering surveys.
- Appears before and provides technical input to Planning Commission and City Council.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

***Desired  
Minimum  
Qualifications:***

**Knowledge of:**

- Management and supervisory principles and practices, including budgeting, goals and objectives development, and work planning and organization; principles and practices of civil engineering, design and construction; federal, state and local codes and regulations governing public works and building construction; trends, approaches and problem-solving techniques used in construction engineering and inspection and compliance processes; local government organization and service delivery, as related to assigned managerial area of responsibility; modern methods of construction and structural design concepts; techniques, equipment and materials used in public works construction projects; engineering survey principles, techniques, mathematics, and procedures.

**Ability to:**

- Plan, organize, assign, review and evaluate the work of professional, technical, and administrative support staff; train staff in work procedures and provide for their professional development; prepare, administer, and monitor a division budget and anticipate future budgetary needs; make persuasive oral presentations of ideas and recommendations; interpret and apply complex rules, regulations, laws and ordinances; establish and maintain effective working relationships with those encountered in the course of the work; provide technical assistance and staff leadership on all aspects of the division's function; analyze technical design engineering, construction engineering, and surveying problems, evaluate alternative

approaches, and adopt effective solutions; prepare detailed written material, including staff and administrative reports using standard office and computer equipment; analysis of policies, proposed code amendments, and changes to established programs and policies; exercise sound, independent judgment and initiative within established guidelines

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education and Experience Guidelines:**

**Education/ Training:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college or university with major course work in civil engineering; seven years of professional engineering experience, two of which were in a supervisory or administrative capacity equivalent to the Senior Civil Engineer position; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

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.

*The conditions herein 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 job functions.*

**PHYSICAL AND MENTAL DEMANDS**

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

**Physical and Environmental Conditions:**

**Physical Demands**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive

motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with officials and the public.

### **WORK ENVIRONMENT**

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

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.

*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 final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/11/98

Date Revised: 3/14/03