



City of Newark, California

Class Code: 220.1
WP Code: Asst City Engr
Established: 4/03
Revised: _____
EEO Code: PROF

CLASS SPECIFICATION

ASSISTANT CITY ENGINEER

Nature of Work: Under general direction, supervises the activities of the Engineering Division and performs complex administrative and higher level professional civil engineering work in the design, construction, inspection, and coordination of a variety of public works projects; processes, reviews, and approves plans associated with development, subdivision, transportation and other projects for conformance with City and State standards and current civil engineering practice; and performs other duties as assigned.

Class Characteristics: This class has division head status and performs a variety of advanced technical, administrative, and supervisory work in directing the activities of the Engineering Division. The Assistant City Engineer is responsible to the Public Works Director for the direction of activities and achievement of program goals established for the Engineering Division and acts for the City Engineer as required.

Essential Duties:

Assigns, directs, supervises and evaluates professional and technical, and field staff engaged in a variety of public works projects and private developments from early planning stages through final construction and acceptance.

Supervises the preparation of, or develops plans and specifications for major and minor street and other capital projects; supervises project design; solicits and reviews bids, and makes recommendations for project award and acceptance; manages the construction and inspection of projects; and is responsible for adhering to the budget for such projects.

Reviews and approves private development and public improvement plans and subdivision maps for compliance with state and local codes, regulations and standards, and compliance with the requirements of project approval.

Develops and administers programs regarding new development, NPDES urban storm water runoff management, traffic/transportation issues, and street/park maintenance/construction issues.

Develops, coordinates, administers and monitors the operational budget for the Engineering Division. Manages the City's Capital Improvement Plan (CIP); prepares descriptions and cost estimates for projects; makes recommendations to the Executive Team and the City Council on the selection of projects; and approves expenditures for CIP projects.

Applies for Federal and State grants including TDA, HES, TEA, RRO, Park Bond and Clean Air grants and monitors the appropriate use and expenditure of these and other grants.

Provides administrative and technical guidance and support to other City divisions, departments, and the public on new and re-development issues, including urban storm water management requirements, street and park maintenance/construction programs, traffic calming programs and disposal of surplus property.

Conducts engineering studies and investigations, prepares reports and position papers to the Public Works Director, City Manager, City Council, other legislative bodies and the general public on construction, maintenance, transportation and general public works issues.

Essential Duties (continued):

Responds to internal and external inquiries orally and in writing, attends and conducts public meetings, and makes presentations to City Council, Planning Commission, other legislative and advisory bodies, and the general public.

Responsible for the City's Landscaping and Lighting Districts and works with property owners to establish assessment districts; retains counsel; calculates assessments; prepares Engineer's Reports; schedules public hearings; and files required legal documents.

Represents the City with other local and regional agencies on projects and the development of policies and practices, including responses to claims and litigations against the City on engineering and traffic issues.

Performs related work as required.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Considerable knowledge of modern methods, techniques, and legal requirements for the design, bidding, construction, and maintenance of public works and other capital projects.

Knowledge of the laws and regulations governing land development and the formation of assessment and benefit districts.

Knowledge of property and easement acquisition and disposal procedures including appraisal and escrow processes.

Knowledge of the principles and practices of supervision.

Knowledge of budgeting as practiced by public agencies.

Knowledge of standard office computer programs, including Word, Excel, Data Base programs, and MS Project.

Ability to prepare clear and definitive reports on engineering and research studies.

Ability to plan, supervise and review the work of professional, technical and clerical employees.

Ability to analyze and recommend solutions to complex engineering problems.

Ability to communicate in a clear, organized, and non-technical manner.

Ability to make presentations to a variety of groups.

Ability to work effectively with contractors, developers, professionals, public officials, the public and other employees.

Ability to use computer programs required in professional engineering and office work.

Skill to make complex engineering computations and drawings quickly and accurately.

Skill in the use and care of engineering survey and drafting equipment.

Skill to prepare accurate plans and specifications, cost estimates, and engineering reports.

Experience and Training:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a closely related field; and six or more years of progressively responsible professional civil engineering work including at least three years of supervisory and project management experience.

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Special Requirement:

Valid California driver's license; and current registration as a Civil Engineer in California.

Work is performed mostly in office settings. Some outdoor work may be required in and around construction projects. While performing the outdoor duties of this job, the employee frequently works near contractor's equipment and traffic, is occasionally exposed to wet and/or humid conditions, and must walk on uneven, dirt surfaces.

The employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Probationary Period: 12 Months

FLSA: Exempt