

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

CITY ENGINEER

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: 6-1-09
Classification Series: Community Development	Resolution No.: 2009-62
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the Director of Community Development, this executive position directs and organizes, coordinates and controls the planning, design and construction of Public Works and Capital Improvement Projects, including the coordination of consulting engineers and the administration of contracts for Public Works and Capital Improvement Projects; provides highly responsible and complex administrative support to the Director of Community Development; and performs related work as required.

EXAMPLE OF DUTIES

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.

- Plans, coordinates, and directs the activities of the Engineering Division;
- Supervises the preparation of designs, specifications, plans, estimates and reports involved in the construction of public works engineering projects, such as storm drains, sewer systems, and water facilities;
- Reviews and approves engineering plans, specification and contract documents;
- Analyzes bids and supervises the preparation of contracts;
- Supervises building construction by outside contractors on special projects;
- Provides technical assistance and consults with other departments, agencies, commission, and other bodies on engineering matters;
- Prepares reports for the various governing bodies concerning economic comparison, environmental impact studies, subdivisions, land use conversion, capital improvements and many other considerations;
- Plans, coordinates and directs the traffic engineering functions of the City including traffic control device installations, traffic studies and local and regional area traffic growth management;
- Drives to various locations to conduct field and construction inspections, surveying, and perform other engineering activities;
- Administers the use of revenue obtained through subventions from the State and County;
- Represent the Division to other City departments, elected officials and outside agencies; explain and justify Engineering Division programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues;
- Manage and participate in the development and administration of the Engineering Division budget; participate in the preparation of and implement budgetary adjustments as necessary;
- Coordinate Engineering Division activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence;

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- Directs the work involved in the reproduction and custody of maps, charts and other records dealing with all City owned facilities;
- May supervise, evaluates subordinate staff;
- Respond to citizen inquiries and resolve difficult and sensitive complaints;
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the engineering field;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

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.

Knowledge of:

- Principles and practices of civil engineering including structural engineering, hydraulic engineering, traffic engineering, right-of-way engineering, and public works construction;
- Knowledge of State Law requirements as applied to operations of public water supply systems;
- Annual budget preparations and the compilation of appropriate data;
- Wide variety of public works services and how they should be managed;
- Management concepts concerning planning, and organizing;

Skills:

- Skill in administrative processes and their proper application to engineering matters;
- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Direct engineering and technical personnel in a coordinated effort;
- Analyze departmental operations and activities and prepare comprehensive reports;
- Prepare and submit the departmental budget;
- Establish and maintain effective working relations with employees, City officials, officials of other jurisdictions, contractors and the public;
- Direct the activities of supervisors and, through them, a large number of subordinates, relying primarily on proper leadership and organization;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;

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- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Establish smooth effective working relationships and resolve interpersonal conflicts;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility to maintain a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification;

Education and Experience Guidelines – *Any combination of equivalent education, training 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/Training:

Graduation from an accredited four-year college or university with a Bachelor’s degree in Civil Engineering or a closely related field. Master’s degree in Civil Engineering or related field is highly desirable. Registration as a Professional Civil Engineer in the State of California is required.

Experience:

Seven (7) years of extensive professional and responsible civil engineering experience, three (3) years of which were in a supervisory capacity.

License or Certificate:

A valid California Class C Driver’s License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.