

Department:	Engineering
Bargaining Unit:	Executive Management
Salary Range:	X62
Last Revision:	September 2005

CITY OF HOLLISTER

CITY ENGINEER

DEFINITION:

To plan, direct, organize and review the activities of the Engineering Department; to assist with engineering, planning, implementation and maintenance of City facilities and land development; to provide highly responsible professional and technical staff assistance to, and as assigned by, the City Manager.

SUPERVISION EXERCISED:

Receives administrative direction from the City Manager.

Exercises direct supervision over Department professional, technical and clerical staff.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Develop, plan and implement goals and objectives of the department and City; recommend and administer policies and procedures.

Supervise, coordinate and review all engineering activities including design engineering, development, transportation and construction management; meet with supervisory personnel to monitor engineering project work and review budgets.

Resolve work problems and interpret administrative policies to subordinates, other departments and the public.

Determine the scope of engineering projects, review plans of private engineers, make technical engineering decisions and establish technical criteria and standards.

Prepare a variety of reports, correspondence and special studies.

Attend and participate in meetings and conferences with City boards and commissions, the City Council, Department administrators, public officials, professional organizations; county, regional, and State agencies regarding matters relating to areas of assigned responsibilities.

Prepare and administer the Engineering Department operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES (continued):

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Promote and maintain safety in the workplace.

Prepare comprehensive written reports for department action or other City boards commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.

Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering and administration as applied to the design, construction and operation of public works facilities.

City policies and procedures governing engineering operations.

Principles of policy development and implementation.

Pertinent local, state and federal laws and regulations.

Principles and techniques of budget development and administration.

Principles and practices of organization, administration and personnel management.

Ability to:

Set division and project level goals and objectives; plan, assign and supervise the work of technical and professional staff.

Supervise, train and evaluate engineering staff.

Establish and maintain effective working relationships with elected officials supervisors, co-workers, other departments, outside agencies, business and community groups, contractors and the public.

Express ideas effectively in comprehensive written and oral presentations.

Prioritize workload of self and others and exercise sound judgment within established procedural guidelines.

Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.

Review land development plans for compliance with current law.

Establish project designs and specifications for solutions to problems.

Interpret engineering plans, specifications and contract documents.

Determine cost estimates of damaged infrastructure.

Assess individual field code violations and obtain compliance.

Experience and Training Guidelines

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

Experience:

Minimum of five (5) years of responsible experience in engineering, including three (3) years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California required.

Desired: Possession of a valid California Land Surveyor License issued by the California Board of Registration for Professional Engineers and Land Surveyors. (A certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1, 1982 satisfies this requirement).

Effective Date: September 6, 2005

Adopted September 6, 2005
Resolution

Revised September 6, 2005
Resolution 2005-