

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ASSISTANT DIRECTOR - ENGINEERING

REPORTS TO: Director of Public Works

TYPE: Mid-Management - Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in this classification. Specifications are not to reflect all duties performed within the job.

SUPERVISES: Exercises direct supervision over technical and administrative staff.

POSITION SUMMARY:

The Assistant Director – Engineering is a full-time position reporting directly to the Public Works Director and assists in the: planning, organizing, supervision and review of the work of the Engineering and Community Development Divisions of the Public Works Department; provides project oversight as a project manager, provides design services, provides inspection/construction management services; provides plan check review of private development projects, and performs a variety of engineering functions; coordinates activities with other divisions, departments, outside agencies and organizations; and updates, improves and maintains the City's mapping of streets, gutters, sidewalks, underground collection and distribution networks and storm water drains; and, performs related duties as assigned.

Provides training and supervision to subordinate staff in the Engineering and Community Development Divisions of the Public Works Department and technical support to City staff and contractors relative to infrastructure activities; and participates in the planning and development of City infrastructure directed at meeting current and future City needs and services.

Assists the Public Works Director in implementing goals, objectives, policies and procedures and in preparation and oversight of the annual operating and capital budgets for Public Works. Preparation of operating procedures to ensure compliance with state and federal regulations. Assists the Public Works Director in implementing the capital improvement program.

ESSENTIAL FUNCTIONS:

Regular sitting for long periods at a desk and/or computer; frequent bending, twisting, stooping and crouching while working at desk, constant use of both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of equipment; regular communication in oral and written form, verbally, over the telephone and computer with coworkers, contractors and general public; regular standing to use a variety of equipment; occasional lifting and carrying of items up to 50 pounds; occasional lifting above shoulder and head. Frequent driving to work sites and meetings.

Exposure to sun, walking on uneven and/or slippery surfaces, bending, kneeling, squatting, twisting, climbing of ladders of up to 12' above or below ground, potential exposure to airborne dust, toxic substances and loud noises while inspecting work sites. Occasional use of both arms and hands to twist, turn, or use levers while inspecting work sites.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a

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professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must possess complex mathematical skills required of a civil engineer, make calculations with speed and accuracy, and have ability to read/write and speak English. Must be able to complete logs and enter data into computer accurately, read and understand federal and state laws and regulations and applicable technical information.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Support the Public Works Director in overseeing the activities, operations, and services of the Engineering and Community Development Divisions, including research, development, design, contracting, construction inspection and plan review; plans, coordinates and reviews work plans for assigned projects; provides administrative and technical direction to department staff; coordinates activities with other divisions, City departments, outside agencies and organizations; designs and directs special studies, including analyses, reports, drawings, models and displays; reviews a variety of engineered plans.
- Leads and participates in Planning Commission meetings and hearings, as needed and reviews staff reports from other planners and administrative staff in Community Development Division. Review staff reports and environmental documents; assist other staff in making formal presentations on land use and environmental policies and regulations at public meetings.
- Participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; assists in the development and implementation of department-wide goals, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals.
- Coordinates the selection, training and evaluation programs for Engineering and Community Development Division personnel; provides or coordinates staff training; assigns division work activities; reviews work in progress and submits finished work products to the Director.
- Plans, coordinates and supervises the review of private development plans (current and long range planning) for conformance with City requirements, state and federal regulations and sound engineering practices; assists with or prepares plans, specifications, cost estimates and contract documents; participates in the selection and supervision of contracted professional engineers for the development of plans, specifications, studies and reports; oversees the administration of contracts; visits construction sites to ensure conformance of construction plans or to identify design elements; reviews all payments and billings for contract services.
- Development of the Engineering and Community Development Division budgets; participates in the forecast of necessary funds for staffing, materials and supplies; assists the Director in developing and managing the department budget.
- Prepares and coordinates reports and presentations on engineering, planning and development issues for the City Council, community groups, boards and commissions, and regulatory agencies; pursues federal and state grant funds and permits; ensures project compliance with grant or permit regulations.
- Prepares various staff reports, resolutions, reports required by state and federal agencies, and correspondence.

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- Monitors and evaluates the impact of current trends in the field of municipal engineering, planning, development, construction, and GIS, including legislation, court rulings and professional practices and techniques; recommends policy and procedural modifications accordingly.
- Provides information and resolves service issues or complaints; represents the department to other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the division.
- Performs other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, Microsoft Office Professional, Auto-cad; ArcView/GIS; plotter; printer; telephone; programmable calculator; survey level; shovel, small hand tools (hammer, etc.); automobile, copier, FAX; drafting equipment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Civil Engineering or closely related field; and
- At least five years increasingly responsible experience in municipal government, with a minimum of two years increasingly responsible civil engineering technician experience, including experience in a project management capacity or other equivalent experience.

Licenses/Certificates:

- Possession and continued maintenance of a valid California class C driver's license and safe driving record or the ability to provide alternate transportation, which is approved by the appointing authority.

SKILLS, KNOWLEDGE AND ABILITIES:

Thorough Knowledge of:

- Principles and practices of civil engineering related to the planning, design, construction and inspection of municipal public works.
- Applicable federal and state laws, codes and regulations, including those related to development, design and construction.

Working Knowledge of:

- Principles and practices of supervision and training.
- Methods and techniques of scheduling work assignments.
- Principles, practices and techniques of program development, administration and evaluation.
- Principles and practices of construction management.
- Principles and practices of local government administration.
- Methods and techniques of budget development and administration.
- Methods and techniques of grant/loan funding applications and management.
- Methods and techniques for record keeping and report preparation.
- Contract negotiation and administration.

Ability to:

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- Plan, organize, manage, direct, supervise and evaluate the work of subordinate staff.
- Coordinate, develop and conduct training programs for staff.
- Develop and administer operational and construction project budgets.
- Research and analyze operational and technical issues and develop appropriate recommendations for action.
- Prepare engineering plans, specifications and calculations.
- Interpret, implement, explain and apply applicable laws, codes, regulations, standards, policies and procedures.
- Track and implementation of contracts and grants.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Develop and maintain accurate record keeping systems.
- Estimate equipment, material, and labor needs and assist in budget preparation.
- Use a computer and a variety of engineering and related software programs.
- Communicate clearly and concisely, both orally and in writing.
- Make effective oral presentations.
- Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, advisory body members, developers, contractors, City staff and general public.
- Observe safety principles and work in a safe manner.

DESIRABLE EXPERIENCE/EDUCATION:

- Engineer-In-Training certificate issued by the State of California; and
- Two or more years of experience performing engineering or construction tasks.

NOTE: *Accommodations may be made for some of the non-essential functions/requirements listed for qualifying individuals who require and request such accommodation, due to a qualifying disability.*