

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: ASSISTANT CITY ENGINEER

REPORTS TO: ASSISTANT DIRECTOR – ENGINEERING DIVISION

TYPE: FBEO

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.

POSITION SUMMARY:

Under direction of the Assistant Director – Engineering, assist in the: planning, organizing, supervision and review of the work of the Engineering Division of the Public Works Department; provide project oversight as a project manager, provide design services, provide inspection/construction management services; provide plan check review of private development projects, and perform a variety of engineering functions; coordinate activities with other divisions, departments, outside agencies and organizations; assist in establishing department goals, objectives, policies and procedures; and, perform related duties as assigned.

Assist the Assistant 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. Assist 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 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.

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TYPICAL DUTIES AND RESPONSIBILITIES:

- Support the Assistant Director in overseeing the activities, operations, and services of the Engineering Division, including research, development, design, contracting, construction inspection and plan review.
- Plan, coordinate and review work plans for assigned projects.
- Provide administrative and technical direction to department staff.
- Design and direct special studies, including analyses, reports, drawings, models and displays.
- Review a variety of engineered plans.
- Assist in the development and implementation of department-wide goals, policies and procedures.
- Review and evaluate work methods and procedures for improving organizational performance and meeting division goals.
- Provide or coordinate staff training, assign division work activities, review work in progress and submit finished work products to the Assistant Director/Director.
- Plan, coordinate and supervise the review of private development plans for conformance with City requirements, state and federal regulations and sound engineering practices.
- Assist with or prepare plans, specifications, cost estimates and contract documents.
- Participate in the selection and supervision of contracted professional engineers for the development of plans, specifications, studies and reports.
- Complete grant applications and related documents for projects.
- Assist with preparation of environmental documents.
- Oversee the administration of contracts, including vendor billing and payments for contract services.
- Visit construction sites to ensure conformance of construction plans or to identify design elements.
- Review all payments and billings for contract services.
- Participate in the development and management of the Engineering Division budget.
- Participate in the forecast of necessary funds for staffing, materials and supplies.
- Prepare and coordinate reports and presentations on engineering issues for the City Council, community groups, boards and commissions, and regulatory agencies.
- Pursue federal and state grant funds and permits.
- Ensure project compliance with grant or permit regulations.
- Prepare various staff reports, resolutions, reports required by state and federal agencies, and correspondence.
- Monitor and evaluate the impact of current trends in the field of municipal engineering, including legislation, court rulings and professional practices and techniques; recommend policy and procedural modifications accordingly.
- Provide information and resolve service issues and/or complaints.
- Represent department to other City departments, outside agencies, civic groups and the public.

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- Establish and maintain a customer service orientation within the division.
- Perform 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
- 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:

- Plan, organize, manage, direct 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.

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- Prepare engineering plans, specifications and calculations.
- Interpret, implement, explain and apply applicable laws, codes, regulations, standards, policies and procedures.
- Be involved with 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.*