

ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES/CITY ENGINEER

DEFINITION:

Under general direction, assist the Director of Development Services in planning, organizing and coordinating the planning, design, construction and maintenance of City Development Services and manage, supervise and evaluate the activities of the Engineering Division of the Development Services Department. Serve as Acting Director of Development Services in the absence of the Director.

EXAMPLES OF DUTIES:

NOTE: The duties performed by this classification include, but are not limited to, the following:

1. Assist and advise the Director of Development Services on engineering and public improvement matters.

Measures: Participates as a member of the Department's senior management team. Provides input and manages activities which support overall improvement of the Department. Works for the common good as opposed to just the department. Is involved in joint problem solving and is viewed as an asset to the department, City and by peers. Director is kept well informed and advised on issues related to or affect the Development Services Department so that decisions are made that result in the greatest public good within available resources.

2. Manage, coordinate and evaluate the activities of the Engineering Division. Oversee design and contract administration for the construction of capital improvement projects assigned, including maintenance and update of construction contract documents and drawings. Manage the activities of land development and transportation including map and improvement plan checking, traffic planning and operation, traffic signal design and issuance of encroachment and grading permits. Provide leadership and motivation as well as technical guidance.

Measures: The Division meets and/or exceeds the goals established by the Director. Projects are completed in a timely manner and within budget. Accurate records are maintained and updated in a timely manner. Effectively manages activities of the Division and provides excellent Development Services facilities and services as required by the citizens of Redding. Overall efficiency and effectiveness of public services. Is a strategic manager who understands long-term implications of daily activities.

3. Coordinates Development Services engineering activities with the activities of other City departments or divisions.

Measures: Maintains departmental cooperation that leads to efficiency and effectiveness of the City's overall public services.

4. Manages the preparation, review and coordination of plans and specifications for the design of streets, sidewalks, water and sewer system improvements, drainage system improvements, and other public facilities. Signs legal documents, improvements plans and construction drawings.

Measures: Accurate, insightful, thorough and timely review. Assures Development Services facilities are designed and constructed to proper standards in order to meet the needs of the City in an effective and cost-efficient manner.

5. Develops long-range goals for the Engineering Division and assists the Director of Development Services in developing long-range goals for all public works.

Measures: Master plans developed for Development Services facilities such as streets, water and sewer systems that ensure adequate capacity, effective maintenance and appropriate cost.

6. Prepares and/or oversees the preparation of cost estimates, engineering reports, and related documents.

Measures: Reports and documents are accurately completed and within the required time frame.

7. Assists in the preparation of the department budget and develops and monitors the budget for the Engineering Division.

Measures: Budget submitted is complete, realistic and sufficient to meet known departmental and City needs. Budget is carefully monitored and no unavoidable deviations are made. City Manager is informed of any budgetary problems or issues.

8. Complies with federal, state and local laws and regulations.

Measures: Meets all legal requirements.

9. Respond to inquiries and/or advise the general public, contractors, consulting engineers, property owners/developers of construction. Give public presentations to public officials and other organizations.

Measures: Represents the department in a professional and knowledgeable manner. Is organized and prepared to represent the department. Provides friendly and effective customer service. Demonstrates effective inter-personal and inter-organizational skills and a "can do" attitude. Effective and thorough communication skills.

10. Hire, direct, coordinate, supervise, train and evaluate assigned staff.

Measures: High level of service provided to the public and other City departments by a competent, motivated, and professional staff. Staff is maintained at an efficient level. Staff is thoroughly trained to perform assigned duties. Performance evaluations are conducted in a fair, timely and accurate manner.

11. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Effective public management techniques; budget preparation; principles and practices of civil engineering; Subdivision Map Act; administration, design, construction, maintenance and operation of a variety of Development Services activities; contract administration; applicable laws, regulatory codes related to design and construction of Development Services projects; orders covering street, sewer, storm drain and water facility planning, design and maintenance; drafting and mapping principles and techniques; survey methods and instruments; working knowledge of computer systems and computer-aided drafting methods; and effective supervisory skills and techniques.

Ability to:

Interact effectively with the public and employees; perform complex engineering work and computations; communicate effectively, both verbally and in writing; prepare and analyze comprehensive and technical reports and data; supervise and coordinate the preparation and/or review of designs, plans, specifications, estimates, reports and recommendations; enforce Municipal Code requirements; establish and maintain cooperative working relationships within the department, other public officials, civic organizations, and the general public; and effectively manage and supervise assigned staff.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent in Civil Engineering or other related field.

Experience:

Typical experience would include seven years relevant experience in a progressively responsible position in a related field; five years in a management level position, including two years direct supervisory experience.

Special Requirements:

Registration as a Professional Civil Engineer in the State of California or a state that has reciprocity.

Possession of a valid California drivers license, or the ability to acquire one within 10 days of appointment.