

DEFINITION:

Under general direction, responsible for supervision and coordination of personnel, programs, and activities within the Engineering Division of the Public Works Department.

DISTINGUISHING CHARACTERISTICS:

There are two Assistant City Engineer positions, one having responsibility for the Engineering and Administration section and one having responsibility for the Land Development and Transportation section. An Assistant City Engineer would assume the duties of the Director of Public Works in the Director's absence.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification. Duties include, but are not limited to:

1. Coordinate design and contract administration for the construction of capital improvement projects assigned to the Engineering Division to include maintenance and updating of construction contract documents and drawings.

Measures: Projects completed in a timely manner and within budget. Files are accurately maintained and updated in a timely manner.

2. Coordinate activities of Land Development and Transportation section to include map and improvement plan checking, traffic planning and operation, traffic signal design, and issuance of encroachment and grading permits.

Measures: Insures that activities take place in an efficient, timely manner.

3. Assist Director with the preparation of the annual budget.

Measures: Budget is accurate and complete and prepared within prescribed time frames.

4. Supervise activities of staff engineers and engineering technicians in the design of capital improvement projects.

Measures: Maintains efficient staff and meets the goals established by the Director.

- Supervise activities of resident engineers and construction inspectors in Land Development regarding construction management of capital improvement projects and construction inspection of improvements within City right of way.

Measures: Maintains efficient staff and meets the goals established by the Director.

- Sign legal documents, improvement plans, and construction drawings as representative of the City Engineer.

Measures: Documents checked for accuracy and signed in a timely manner.

- Represent the department at meetings with other City departments and outside agencies.

Measures: Maintain inter-department and agency cooperation. Is knowledgeable and prepared to deal with issues under discussion.

- Prepare cost estimates, engineering reports, and related documents.

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

- Coordinate engineering related activities with other Public Works divisions, City departments, and outside agencies.

Measures: Activities completed in an accurate and timely manner.

- Advise contractors, consulting engineers and property owners/developers of construction related regulations and codes governing grading and public improvements.

Measures: Effectively and thoroughly communicates requirements.

- Represent the department at Planning Commission Meetings and Board of Administrative Review meetings to include support for Public Works Department recommendations.

Measures: Adequately represents the Department's position. Is knowledgeable and prepared. Effectively communicates.

- Prepare engineering reports related to the establishment and periodic review of development and transportation related fees.

Measures: Reports are accurate and complete and prepared in a timely manner.

13. Supervise the planning, development, and operation of the City Geographic Information System (GIS).

Measures: Plans for development and operation are accurately prepared and in a timely manner.

14. Coordinate transportation staff to support the Redding Area Bus Authority (RABA).

Measures: Insure adequate staff support for RABA operation.

15. Perform related duties as assigned.

Measures: All duties and responsibilities are performed in a professional and timely manner.

QUALIFICATIONS:

Knowledge of:

Principles and practices of civil engineering; the Subdivision Map Act; the applications of civil engineering to designs relating to streets, sewers and waterlines; applicable laws and regulatory codes relevant to design and construction of Public Works projects; drafting and mapping principles and techniques; survey methods and instruments; working knowledge of computer systems and computer-aided drafting methods; effective supervisory skills and techniques.

Ability to:

Interact effectively with the public and employees; perform complex engineering work and computations; read and accurately interpret improvement plans, specifications, and other pertinent data, and compare them with construction in process; enforce Municipal Code requirements firmly, tactfully and impartially; communicate clearly and concisely both orally and in writing; supervise and manage other civil engineers and/or engineering technicians.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor of Science Degree from an accredited college, university, or equivalent with major course work in Civil Engineering.

Experience:

Typical experience would include seven years progressively responsible professional experience in the field of Civil Engineering including two years in a supervisory capacity.

Special Requirements:

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

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.