



ENGINEERING MANAGER

Definition:

Under general direction of the Director of Community Development, manages the Public Works Division, which includes the implementation of capital improvement and street maintenance programs, the development of construction plans and specifications for these programs, the application for and compliance with public works funding sources, the City's National Pollution Discharge Elimination System (NPDES) program, and the oversight of the City Engineering contract, Public Works Inspector contract and other relevant contract and consultant services.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Plans, organizes, controls, integrates, and evaluates the work of the Public Works division and manages the Public Works Inspection contract.
2. Develops, implements, and monitors long-term plans, goals, and objectives focused on achieving Department and Public Works division priorities including capital improvement and street maintenance programs.
3. Provides project management for City capital and maintenance projects.
4. Develops and submits appropriate application and documentation necessary to secure funding sources. Maintains appropriate records for compliance with these funding sources.
5. Manages the inspection of development projects and City capital and maintenance projects to ensure compliance with codes, ordinances, approved plans, specifications, and conditions.
6. Assists in the management of the contract City Engineer.
7. Develops Requests for Proposals, makes recommendations to the City Council on consultant selection based on the RFPs and manages the consultant contract for various projects including traffic engineering design work.
8. Manages City's National Pollution Discharge Elimination System (NPDES) program to ensure compliance with Los Angeles and State Water Quality Control Boards and Federal Clean Water Act requirements. Manages the city's consultant for this program.
9. Manages project files to comply with requirements for various funding sources including Community Development Block Grants, Surface Transportation – Local, County's Proposition C and Measure R, HUTA, State Proposition 1B.
10. Advises the Community Development Director, City Manager, City Council, Traffic Safety Commission, citizen groups, individuals, contractors, and others on Public Works issues.
11. Attends and makes presentations to the City Council and other Commissions/ meetings as required.

12. Recommends, within Departmental policy, appropriate service and staffing levels for the Division and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
13. Manages personnel in the division, including training, performance evaluations, work improvement plans, and disciplinary needs.
14. Participates in the development and administration of the Public Works Division budget and establishes and implements cost recovery and time accounting.
15. Explains and interprets Public Works Division programs, policies, and activities.
16. Responds to and resolves difficult situations and sensitive citizen inquires and complaints.
17. Plan checks, inspects and monitors residential and commercial developments related to public works, utilities, traffic engineering and NPDES matters. Evaluates and makes recommendations regarding the impact of the development on City operations, infrastructure, and traffic related issues, and implements policy and procedure improvements.
18. Represents the City in negotiations with other agencies, contractors, utilities, groups, and individuals on a wide variety of issues pertaining to public works and public utilities.
19. Develops specifications and bid documents for a variety of public works and public utilities-related designs, construction, and maintenance projects, recommends contract awards, negotiates contract provisions, and coordinates, reviews, inspects, and monitors and approves contractor's performance.
20. Reviews and advises for completeness and accuracy on development plans, permits for work in City rights-of-way, project construction plans, and specifications.
21. Oversees all phases of development construction for public improvements.
22. Manages the application process for acquiring and administers County, State and Federal Grants.
23. Ensures compliance with applicable construction standards.
24. Enforces City policies and specific conditions following the approval of permits to construct public improvements.
25. Performs basic traffic engineering functions, including: signal and stop sign warrant evaluation, traffic/pedestrian safety issues, site distance issues, speed surveys, traffic counts, review of accident reports and related tasks.
26. Attends and acts as staff liaison for Traffic and Safety Commission. Develops staff reports and makes recommendations on issues relating to the duties and responsibilities of the Commission. Takes notes, completes meeting minutes and develops agendas for this Commission.
27. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Advanced principles and practices of state public works regulations, management, supervision, and public relations.
- Standard Specifications for Public Works Construction and California Public Contract Code.
- Theory, principles, practices, and techniques of public works, pavement engineering, traffic engineering, municipal water, and sewers engineering, and public works and

- utilities maintenance functions.
- Applicable federal, state, and local law, codes, and regulations governing the administration of public works and public utility functions and activities.
- Principles and practices of public administration, including budgeting purchasing, and the maintenance of public records.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of contract administration, program development and administration, and municipal budget preparation and administration.
- Modern office procedures, methods, and equipment.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of research and analysis related to a broad array of public administration issues.
- Current literature, information sources, and research techniques in the field of management.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Plan, direct, and integrate broad, comprehensive public works and utilities programs and activities.
- Analyze complex engineering and maintenance issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations and courses of action.
- Read, interpret, develop plans and specifications relating to public works projects, and civil and traffic engineering designs for commercial and residential developments.
- Understand, interpret, explain, and apply local, state, and federal law and regulations governing public works and utilities services.
- Prepare and analyze technical and administrative reports.
- Develop and administer, division goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, and anticipate consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, county and local policies, laws, and regulations.
- Make sound decisions and demonstrate intellectual capabilities.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information and maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree in engineering or a related field. Six years of progressively responsible civil engineering and public works or utilities experience with at least two years in a supervisory capacity. Since this position functions as a key management component of the Public Works Division, candidates with experience in public administration, fiscal management, city management, systems management, and/or private sector business administration would likely qualify for further consideration.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a computer for prolonged periods.
- May be required to work evenings and weekends.