

**CITY OF ANAHEIM
CLASS SPECIFICATION**

CLASS CODE: 115

CLASSIFICATION: Civil Engineer — Construction Services

DEPARTMENT: Public Works

CLASS DEFINITION: To direct, manage, supervise and coordinate the programs and activities of the Construction Services Division within the Department of Public Works; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Director of Public Works.

DISTINGUISHING CHARACTERISTICS:

This class is characterized by the high level of responsibility for a highly technical and coordinative function. The work combines a high degree of technical and supervisory competence.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Director of Public Works.

Exercises direct supervision over supervisory, professional, and technical staff and outside professional services contractors.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Assume management responsibility for all services and activities of the Construction Services Division.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the survey and inspection of public works construction projects and the inspection of privately funded public works construction within the City; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works and implement improvements.

Serve as a liaison for the Division with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to field engineering programs, policies, and procedures as appropriate.

Select, train, motivate and evaluate Construction Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate and review the work plan for the Construction Services Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Construction Services Division program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Ensure the compliance of public works projects with construction plans and specifications; ensure that privately financed public improvement construction projects comply with City standards; monitor City construction contract costs and changes.

Direct the conduct of field surveys and other research.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.

Respond to citizen inquiries and resolve difficult and sensitive complaints.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive and responsible experience in the management of an engineering inspection and survey program including supervision and development of employees.

Knowledge of: Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; modern and complex principles and practices of civil engineering services program development and administration; civil engineering theory, principles and practices and their application to a wide variety of services and activities; procedures and construction methods of public works projects; methods practices and laws regarding land surveying; survey calculations, and proper use of survey equipment; principles of contract administration; procedures and methods of capital improvement project administration; recent developments, current literature and sources of information regarding civil engineering; principles of civil and public works safety programs; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations including National Pollutant Discharge Elimination System (NPDES) requirements and practices.

Ability to: Manage, direct and coordinate the work of management, supervisory, professional and technical personnel; select, supervise, train and evaluate staff; provide administrative and professional leadership and direction to the Construction Services Division; develop, implement and administer goals, objectives and practices for Construction Services Division programs and services; accurately approve engineering plans and specifications; administer large and complex capital projects; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new program techniques, methods and procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

License/Certification Required: Possession of State of California registration as a Civil Engineer. Possession of a valid California Driver's License by date of appointment.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents may be exposed to treated water, excessive heat/cold, inclement weather, dir/dust and high frequency noise.

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Administrative Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for City Engineer.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3215.DOC
Created 6/1970 – Sibson and Company – Civil Engineer
Revised 9/1983 – Sibson and Company – Civil Engineer - Field
Revised 9/1989 - Ralph Andersen & Associates
Revised 11/2005 – P. Saldivar

Revised 10/2007 – B. Ramirez
Former Document Number: CS1703