

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: E92**

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**CLASSIFICATION:**     **Engineering Manager**

**DEPARTMENT:**       **Public Works  
Public Utilities**

**CLASS DEFINITION:** To direct, manage, supervise, and coordinate the activities and operations of assigned engineering section within assigned department including development services, design services, construction services, or water services; to coordinate assigned activities with other divisions, departments, and outside agencies; and to provide highly responsible and complex administrative support to assigned management staff.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from higher level management staff.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

When assigned to any area:

Assume management responsibility for services and activities of assigned engineering section including development services, design services, construction services, or water services; ensure compliance with appropriate laws and guidelines; approve engineering plans and specifications.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

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

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

Oversee and participate in the development and administration of the section's annual budget and capital improvement program budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Serve as a liaison for assigned engineering section with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.

Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to management staff; conduct a variety of organizational studies,

investigations, and operational studies; recommend modifications to assigned programs, policies and procedures as appropriate.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of engineering; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

When Assigned to Development Services or Design Services:

Monitor design criteria and communicate City ordinances, standards, and policies by overseeing and providing plan check services for consultants, developers, other City departments, the Redevelopment Agency, and outside utilities, CLATTRANS, and Orange County Transportation Authority.

Oversee the development of and monitor project schedules; oversee the processing of project billings and maintenance of appropriate files, records, and documents for other agencies; monitor and maintain divisions and capital improvement projects fund balances to ensure proper cash flow and availability of funds.

Ensure compliance with appropriate City codes and policies by reviewing proposed Planning Commission items and recommending engineering conditions.

Act as a consultant by providing the Planning Commission with engineering expertise regarding proposed development projects.

When Assigned to Water Services:

Oversee the long and short term planning, demand forecasting, location of water supply resources and prepare the Five-Year Water System Plan and Five Year Integrated Water Resources Plan; monitor existing programs and implement new programs, as needed, to remain in compliance with the Best Management Practices of Water Use Efficiency.

Assist the Water Field/Operations Manager with managing and overseeing the overall field/operations section; plan, organize, review, recommend, and coordinate capital improvements for water field with water engineering; manage and oversee asset management activities which include preventive maintenance and equipment replacement; perform project manager functions for water field projects and contracts.

Ensure the quality and cost effectiveness of contracted water engineering services by developing and reviewing construction contract documents and agreements with consulting engineers; monitor and approve constructions projects.

Conduct special studies of water systems to ensure that existing facilities are rehabilitated in an economical manner; recommend efficient methods for the maintenance and operation of water system facilities.

**JOB RELATED QUALIFICATIONS:**

Experience and Education: Six years of increasingly responsible professional engineering experience including two years of administrative and supervisory responsibility supplemented by a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. An

equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operational characteristics, services, and activities of assigned engineering program; modern and complex principles and practices of civil engineering; principles and practices of program development and administration; organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; civil engineering theory, principles, and practices and their application to a wide variety of services and activities; scientific and mathematical principles as applied to civil engineering work; advanced principles and practices of project management and administration; advanced methods and techniques of contract negotiations and administration; advanced methods and techniques of engineering plan review and analysis; advanced methods and techniques of conducting site and field investigation; engineering maps and records; municipal engineering laws, ordinances, codes, specifications, and plans; recent developments, current literature, and sources of information regarding civil engineering; principles of civil and public works safety programs; office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs; principles and procedures of record keeping; principles of business letter writing and preparation; 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.

Ability to: Oversee and participate in the management of a comprehensive engineering program; oversee, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; participate in the development and administration of division goals, objectives, and procedures; prepare and administer large program budgets; prepare clear and concise administrative and financial reports; oversee and coordinate the project management of multiple engineering projects; maintain detailed project management records and documentation; provide excellent customer service to internal and external customers; accurately approve engineering plans and specifications; interpret contract language, develop specifications for contracts and proposals, monitor contract compliance; negotiate and make recommendations for construction change orders and settlement of construction claims; operate office equipment including computers and supporting word processing, spreadsheet, and specialized engineering software programs; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of State of California registration as a Civil Engineer.

#### **WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**OTHER:**

FLSA Designation: Executive Exempt

Unit Designation: Middle Management

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.

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Created 12/1991 – V. Kilmurray

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