

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: AC4

CLASSIFICATION: **City Engineer**

DEPARTMENT: **Public Works**

CLASS DEFINITION: To direct, manage, supervise, and coordinate the activities and operations of Engineering Division within the Public Works Department consisting of multiple/diverse sections including subdivisions, real property, design, traffic and transportation, and engineering records; to coordinate assigned activities with other divisions, departments, and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Public Works Director.

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.

Assume management responsibility for all services and activities of the Engineering Division including subdivisions, real property, design, traffic and transportation, and engineering records.

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 engineering 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 Engineering Division 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 Engineering Division annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.

Meet with private developers and engineers to review private developments and related public works improvements for conformance to City standards and policies; resolve any problems related to these developments.

Ensure compliance with appropriate laws and guidelines; approve and sign all engineering and construction plans; approve specifications; approve right of way acquisition procedures to ensure compliance with laws and guidelines.

Establish and maintain effective working relationships with a variety of local, regional and federal government officials, consultants, engineers, project management consultant firms, contractors, community

groups and organizations, and the general public; present the City of Anaheim's interest and meetings and conducting presentations.

Serve as the liaison for assigned sections 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 the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to engineering 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.

Serve as acting Public Works Director as required.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Eight years of increasingly responsible 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 an engineering program; 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 in public works projects; 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 applicable software applications such as word processing, spreadsheets, and databases; 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; provide administrative and professional leadership and direction to the Engineering Division; 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; approve engineering plans and specifications; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn functionality of new equipment and systems; 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 a State of California Certificate of Registration as a Professional Engineer. Possession of an appropriate, valid driver's license.

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: Administrative 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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Portions from Former Doc: CS1719VK – Deputy City Engineer
Created 12/1987 – V. Kilmurray
Revised 9/1989 – Ralph Andersen & Associates
Revised 5/1992 – V. Kilmurray
Revised 12/2006 – SW
Revised 11/2009 – Johnson & Associates