

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: AC4

CLASSIFICATION: City Engineer

DEPARTMENT: Public Works

CLASS DEFINITION: To direct, manage, supervise, and coordinate the functions of the Engineering Division within the Public Works Department, which includes Subdivisions, Real Property, Design, Traffic and Transportation, and Engineering Records; 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.

SUPERVISION RECEIVED AND EXERCISED:

Receive administrative direction from the Director of Public Works.

Exercise direct supervision over management, supervisory, professional, technical and professional support staff.

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 Engineering Division.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Engineering Division; 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 Public Works Director; implement improvements.

Serve as liaison between the Engineering Division and other City departments, elected officials and outside agencies to coordinate and implement policies, goals and objectives; explain and justify engineering programs, policies and activities; negotiate and resolve significant and controversial issues.

Select, train, motivate and evaluate Engineering 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 Engineering 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.

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 engineering plans and specifications; approve right-of-way acquisition procedures to ensure compliance with laws and guidelines.

Manage and participate in the development and administration of the Engineering Division 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.

Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence; assist the Public Works Director with the day to day responsibilities of the Engineering Division.

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

Coordinate and participate in planning committees, monitor trends and innovations in the fields of engineering design and development, construction and traffic impacts; participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.

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 acting Director of Public Works as required.

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 management level experience involving the administration and management of a comprehensive Engineering program.

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 in public works projects; 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.

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 Engineering Division; develop, implement and administer goals, objectives and practices for Engineering Services Division programs and services; approve engineering plans and specifications; prepare and administer large and complex budgets; 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: State of California registration as a Civil Engineer. Possession of a valid California Driver's License by date of appointment.

WORKING CONDITIONS:

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. An 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

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 12/1987 - V. Kilmurray
Combined Portions of Job Class: Deputy City Engineer (CS1719VK)
Revised 9/1989 - Ralph Andersen & Associates
Revised 5/1992 - V. Kilmurray
Revised 12/2006 – S. Witz