

CITY OF SALINAS

ENGINEERING AND TRANSPORTATION DIRECTOR (CITY ENGINEER)

BARGAINING UNIT/CLASS CODE:

DEPT. DIR./B11

DEFINITION

Plan, organize, direct and review the activities of the Engineering and Transportation Department including permit services, building, housing and construction inspection, code enforcement, transportation, engineering and airport, and to provide professional and technical staff assistance as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over professional, technical positions.

ESSENTIAL FUNCTIONS OF THE POSITION: Duties may include, but are not limited to the following:

Direct and participate in the development and implementation of goals, objectives, policies and procedures. Plan, organize, direct, and review all engineering activities including design, and inspection. Plan, organize, direct and review transportation, parking, and traffic engineering activities. Oversee and provide general supervision of airport division and permit center. Confer with and advise administrative staff on problems related to building, housing and construction inspection and code enforcement and the design and operation of traffic systems. Review plans, engineering reports, budget estimates, and proposed ordinances submitted by administrative staff. Review and approve plans for public works improvement projects. Serve as technical advisor to the City Manager and City Council on engineering matters; develop comprehensive recommendations for management use. Supervise and participate in the development and implementation of the capital improvement program and budget. Respond to and resolve difficult citizen inquiries and complaints. Meet with the public in small and large groups to discuss City public works policies, practices and problems. Evaluate and recommend professional engineering consultants and contracts. Determine need for new equipment and facilities, major repair and rebuilding projects. Supervise and participate in the preparation and administration of the department budget. Coordinate engineering and transportation activities with other City departments and with outside agencies. Select, supervise, train, and evaluate professional, technical and clerical subordinates. Supervise the development, administration and enforcement of departmental responsibilities in such matters as affirmative action, safety and emergency preparedness. Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty. Prepare written and oral reports to staff, Commissions, and City Council. Represent the City before the City Council, community, outside agencies, and at professional meetings as required. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read visual display terminals, fine print and blueprints, distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, to walk on uneven surfaces, through trenches and stairs, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift a full set of plans weighing up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions and decisions. Periodically work in a field environment involving body movement, dexterity, and agility for balance and coordination while moving through restricted spaces, such as trenches and climbing ladders and stairs. Stamina to work additional hours to meet deadlines and attend night meetings.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. May walk construction job sites. Physical mobility sufficient to move about the work environment, ability to drive an automobile. Willingness and ability to work the hours required to perform the duties of the job. Be on-call for emergencies; travel to attend conferences, seminars and meeting during work and non-work hours; take courses required to satisfactorily perform the job; work outdoors in all weather conditions and work late at night.

**CITY OF SALINAS
ENGINEERING AND TRANSPORTATION DIRECTOR (continued)**

DESIRABLE QUALIFICATIONS

Knowledge of: Principals and practices of engineering and administration as applied to design, construction, operation and maintenance pertaining to public works facilities, technical inspection services. City policies and procedures governing engineering, inspections, maintenance and permit services. Methods, materials and techniques employed in building, transportation and public works engineering and construction. Technical, legal, and financial problems involved in conducting public works program. Codes, ordinances, resolutions, and laws affecting the operation of the Engineering and Transportation Department. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to streets, and other public works areas. Assessment district practices and procedures. Principles and practices of modern office management. Recent developments, current literature and sources of information in municipal public works administration. Principles of organization, administration, budget and personnel management.

Ability to: Plan, organize, direct and review the activities of a large City department in manner conducive to full performance and high morale. Delegate authority and responsibility and schedule and program work on a long-term basis. Communicate clearly and concisely, orally and in writing. Plan, organize and supervise the work of engineering personnel, inspectors, construction inspectors, and other department personnel. Prepare a departmental budget; accurate and comprehensive reports and draft contract documents. Establish and maintain effective working relationships with others. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to: Supervise design engineering; prepare plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.

License or Certificate: Possession of certificate of registration as a professional civil engineer in the State of California. Possession of a valid California (Class C) Driver's License.

Education and Experience: An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited college or university in civil engineering or closely related field and eight years of progressively responsible professional/municipal civil engineering work and supervisory experience. A Master's Degree is desirable.

Reviewed _____
Department Director

Approved _____
Human Resource Officer

Approval Date _____