CITY OF SALINAS

ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER

BARGAINING UNIT/CLASS CODE:
AMPS / 15.5002.001

DEFINITION
To plan, organize, direct, and review all Public Works engineering activities including design, surveying, and inspection; transportation, parking, and traffic engineering activities; manage and execute assigned projects and programs for the Engineering Division; plan, review, and implement policies governing the department’s function; assist in developing and implementing policies that have city-wide effect; and provide professional and technical staff assistance to all City departments as assigned by the Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED
Receives administrative direction from the Director of Public Works. The Assistant Public Works Director/City Engineer is an assistant department head classification responsible for directing and supervising the Engineering Division of the Public Works Department and serves as the City Engineer and may serve as the City’s ADA Coordinator. Exercises general direction over the engineering functions of the Public Works Department and supervision over professional, technical, and clerical positions.

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

Supervise, coordinate and review all engineering activities including design, engineering, development and transportation and construction management; meet with project teams to monitor engineering project work and review budgets. Determine scope of engineering projects, review plans of private engineers, make technical engineering decisions, and establish technical criteria and standards. Review and approve engineering drawings, review subdivision maps, agreements and associated requirements, Capital Improvement Plans, specifications, and estimates. Resolve the more complex land development issues; recommend and implement revisions to codes and processes to improve services and reduce risk. Prepare and manage competitive processes such as Requests for Proposals and public bidding. Assess the need for, develop, acquire, manage, and prepare documentation and reporting for new and existing grant, loan, and bond revenue and funding sources. Ensure timely and accurate reporting on projects; project budgets; federal and state contract requirements; environmental conditions, mitigations, findings; and other technical and reporting documentation. Supervise and participate in the preparation and administration of the City Capital Improvement Plan and budget, the City of Salinas Storm Water Plan and Engineering Division’s operating budget. Provide technical and professional advice to the Director, other City staff, the City Council, and various City boards and commissions on engineering matters; prepare and coordinate reports and presentations on engineering issues for the City Council, community groups, boards and commissions, and regulatory agencies. May serve as the City’s ADA Coordinator. Ensure safe work practices, laws, and regulations are implemented and followed. Respond to the most complex and difficult inquiries and requests for information, provide information and resolve issues or complaints. Represent the City and the Public Works Department at meetings with other city departments, municipalities, government entities, advisory bodies, elected officials, property owners, contractors, developers, and the general public. Conduct extensive community involvement and engagement efforts, build collaborative partnerships both inter- and intra-agency, contractors, private entities; and promote and develop collective community support for various local projects and visions. Select, supervise, train and evaluate subordinate staff. Recommend the selection, promotion, and discipline of Division staff. Promote and maintain safety in the work place. Perform related duties as assigned. May serve as the department head in the absence of the Director.
CITY OF SALINAS
ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER (continued)

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, computer, business machines, and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard over a normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and reach overhead as needed; physical mobility sufficient to move about the work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data from multiple sources and in varied formats, evaluate, reason, define problems establish facts, draw valid conclusions, make valid judgments, and decisions.

WORKING CONDITIONS

Generally, work is conducted in a business office working environment, occasionally work includes driving to project sites for field inspection and attending weekend and evening meetings. Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, and squatting in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires both near and far vision in reading plans, written reports and other documents, and inspecting construction sites. Acute hearing is required when providing phone and personal service. The incumbent in this position is required to also work outdoors in all weather conditions, including wet, heat, and cold. The nature of the work may also require the incumbent work in construction zones and heavy traffic conditions.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering related to planning, design, construction and inspection municipal public works. Principles of public administration, city policy, and administrative systems for public entities. The applicable federal and state laws, codes and regulations, including those related to development, design and construction. Effective methods of public engagement, outreach, and media relations. Capital project management techniques and practices, principles of construction, permitting and approval processes environmental issues, processes, reporting requirements, and mitigation techniques related to the transfer and management of public property. Contract law, public bidding and contracting processes, federal, state and local contract and grant compliance requirements and practices; principles of facilitation, collaboration, negotiation, and interest bargaining. Storm water permits and management of best practices associated with said permits. The development and successful performance of private-public partnerships, joint power agreements, and collaborative multi-jurisdictional teams; oral and written communication methods and principles. Safe work practices and procedures. Principles of organization, administration, budget, supervision and personnel management.

Ability to:

Plan, organize, direct, coach, train, and review the work of professional, technical, and clerical personnel. Draft, edit, revise, and produce various complex technical, environmental, and contractual documents, reports, and agreements. Make complex engineering calculations and prepare engineering plans and specifications. Plan, organize, direct, and review the work of professional and sub-professional engineering personnel. Supervise the preparation of engineering records and prepare comprehensive technical reports. Establish and maintain effective relationships with, and secure the cooperation of the public, advisory bodies, elected officials, and private partners. Perform analytical work carefully and accurately and conduct
effective negotiations. Read and interpret maps, blueprints, plans, and real property descriptions. Speak, read, write, and comprehend English at a level sufficient to carry out the duties listed herein. Organize, direct, meet deadlines and objectives, overcome objections, and deliver timely reports and outcomes for multiple, complex public and city projects. Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, advisory body, developers, contractors, City staff and the general public. Maintain professionalism and calm in contentious and difficult situations. Practice safe work methods and promote the mission, values, and standards of an effective and high performing public organization.

License or Certificate:

Possession of a valid California Driver's License. Possession of a certificate of registration as a professional civil engineer in the State of California.

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 four-year college degree from an accredited college or university with major course work in civil engineering or a related field and five (5) years progressively responsible professional engineering experience, including preparation of department or division budgets and three (3) years of which shall include supervisory or project management responsibilities. Experience working as an engineer in a public sector agency desired.

Reviewed: [Signature]  
Department Director

Approved: [Signature]  
Human Resource Officer

Approval Date: 1/10/17

ORIG: 10-16