

CITY OF SAN JUAN CAPISTRANO

CITY ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction, this single position classification manages, plans, coordinates, organizes and directs the activities of the City's Engineering work unit, including Traffic Engineering, in the Public Works Department. The position manages and coordinates complex capital improvement and maintenance projects, performs professional engineering work pertaining to the design and construction of assigned projects; conducts engineering analyses and reviews plans and specifications; acts as a project manager on assigned projects; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works & Utilities Director.

Exercises full supervisory responsibilities over assigned subordinates.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties include, but are not limited to, the following:*

Essential Functions:

1. Manages all services and activities associated with the City's Engineering division, including traffic engineering, of the Public Works and Utilities Department.
2. Selects, trains, supervises and evaluates lower level staff; initiates, administers, and recommends discipline.
3. Oversees and/or participates in the implementation of various City capital improvement projects from initiation to the completion of construction; develops the concept and content of assigned projects.
4. Oversees the planning, budgeting and implementation of traffic engineering projects, including installation and maintenance of traffic controls and signals, transportation analysis and planning, traffic calming, and related traffic engineering efforts along with coordination with regional, state, and federal transportation agencies.
5. Conducts engineering studies, analyses and reviews project plans, specifications and documentation.
6. Approves final maps, improvement plans, and change orders.
7. Prepares and presents City Council and Commission reports and provides recommendations regarding the review and approval of design concepts, plans and specifications.
8. Develops and administers project budgets and schedules; recommends cost increases due to changes in the of work scope; processes progress payments to consultants and contractors.

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9. Coordinates environmental review and CEQA approval processes; prepares engineering reports and obtains required resource agency permits.
10. Creates and negotiates License Agreements; obtains access, construction and conservation easements required for assigned projects.
11. Meets and confers with contractors, engineers, developers, architects, representatives of outside agencies, and the general public on development issues.
12. Negotiates and administers contracts for construction projects; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
13. Reviews and approves all grading plans and permits; all plans and specifications for capital improvement projects; all tract and parcel maps, lot line adjustments, and legal descriptions; and other engineering and design documents.
14. Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations.
15. Prepares Requests for Proposals and bid documentation; coordinates project advertising and administers bid processes; conducts pre-bid meetings, reviews bids received and recommends the award of contracts to the City Council.
16. Serves as Project Manager for design and/or construction phases of capital improvement projects; conducts pre-construction meetings and coordinates project activities with other City departments and outside agencies; organizes utility reviews/ relocations and coordinates with City inspectors.
17. Performs site visits and inspections; monitors and ensures compliance with regulatory requirements and project schedules and specifications; recommends project adjustments and modifications; responds to and resolves construction conflicts.
18. Develops and administers consultant and/or construction contracts; monitors the quality and progress of work performed by contractors and consultants.
19. Responds to inquires and provides information and support to developers, builders, contractors and the general public regarding the City's engineering process, policies and procedures.
20. Attends and participates in professional meetings relative to area of assignment; serves on boards and committees as assigned; stays abreast of new trends and innovations in the field of engineering.
21. Responds to and resolves sensitive, difficult, and complex complaints and issues.
22. Performs related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of civil and traffic engineering.
- Principles and practices associated with effective supervision of subordinate staff.
- Current trends and developments in the field of civil and traffic engineering.
- Processes for conducting engineering analyses and plan reviews.
- Construction principles, plans and specifications.
- Project management principles and practices.
- Bid processes, procedures, and documentation.
- Processes for developing and administering budgets.
- Contract administration principles.
- Specialized functions relative to area of assignment.
- Pertinent Federal, State and local codes, laws and regulations.

Skill in:

- Performing a variety of professional engineering functions in support of City projects.
- Reviewing project plans and specifications and conducting engineering analyses.
- Serving as Project Manager and overseeing complex capital improvement/maintenance/traffic projects.
- Coordinating bid processes and preparing related documentation.
- Developing and administering project budgets, schedules and contracts.
- Conducting inspections and ensuring compliance with specifications and regulatory requirements.
- Responding to inquiries and providing assistance to developers, contractors and the general public.
- Preparing and presenting comprehensive engineering reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of civil engineering experience as a licensed civil engineer, with two years supervisory experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field.

Licenses or Certifications

- Possession of a valid registration as a civil engineer in the State of California. The incumbent is not required to be licensed to practice land surveying as defined by the Professional Land Surveyors' Act.
- Possession of a current, valid California Class C driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; extensive contact with developers, contractors and the general public.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; requires visual acuity for reading engineering drawings and plans.