

CITY OF SALINAS

DEPUTY CITY ENGINEER

BARGAINING UNIT/CLASS CODE:

AMPS / F10

DEFINITION

To plan, organize, direct and review the activities of a Municipal Engineering Division; and to provide professional and technical staff assistance to all City Departments as assigned by the Deputy City Manager/City Engineer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Manager/City Engineer. Exercises direction and general supervision over professional, technical and clerical positions.

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

Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for the engineering function and related activities. Supervise, coordinate and review all engineering activities including design, engineering, development and transportation and construction management; meet with section heads to monitor engineering project work and review budgets. Resolve work problems and interpret administrative policies to subordinates; other departments and the public. 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 as directed by the City Engineer. Attend and participate in meetings and conferences with City boards and commissions, the City Council, Department administrators, public officials, professional organizations, contractors, the City Manager's Office, and County, regional and State regulatory agencies regarding matter relating to areas of assigned responsibilities. Supervise and participate in the preparation and administration of the City capital improvement plan and budget and Engineering Division's operating budget. Prepare a variety of reports, correspondence and special studies. Respond to citizen inquiries and complaints. Select, supervise, train and evaluate subordinate staff. Serve as Acting City Engineer 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, 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 in 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, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk 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. Occasionally include driving to job sites, training and out-of office meetings.

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QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering and public administration as applied to the planning, funding, design, construction and operation of public works facilities. City policies and procedures governing engineering operations. Applicable laws and regulatory codes related to the development, construction and operation of public works. Development review and plan checking processes for public works. Subdivision Map Act and other laws related to development review. Technical, legal, and financial issues involved in the conduct of municipal public works engineering programs. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to streets, traffic signals, sewers, wastewater plants, sanitary landfills, buildings, parks and other public works. Processing of right-of-way acquisition. Recent developments, current literature and sources of information regarding civil engineering. Principles and practices of modern office management, including computer application (computer aided design system). Principles of organization, administration, budget, supervision and personnel management.

Ability to:

Make complex engineering calculations and to prepare engineering plans and specifications. Plan, organize, direct, and review the work of professional and sub-professional engineering personnel. Draft contract documents. Establish and maintain cooperative working relationships with others. Supervise the preparation of engineering records and prepare comprehensive technical reports. Communicate clearly and concisely, both orally and in writing, and make effective public presentations. Advise and provide staff support to City commissions and City Council.

Skills to:

Perform design engineering; prepare plans, drawings, specifications, diagrams, and make sketches pertaining to public works construction projects. Lead, train and motivate assigned staff to achieve the desired product.

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 years progressively responsible professional engineering experience, three (3) years of which shall include significant supervisory duties.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 9-94, REV: 8-03, REV: 10-06