

CITY OF ARCADIA

CITY ENGINEER/DEPUTY PUBLIC WORKS SERVICES DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage and oversee activities and services of the Engineering, Traffic Engineering and Streets Sections of the Public Works Services Department. The City Engineer provides technical review and approval of planning reports, design plans, specifications, contracts and construction engineering of the City's infrastructure assets; for programs and projects administered by the Engineering Section. Typical infrastructure programs include: development engineering and review, traffic and transportation engineering, capital improvement program implementation, master planning and assigned activities with other departments, divisions, consultants, contractors, engineers and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager/Public Works Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all activities in Engineering, Traffic Engineering, and Street Sections. Manage and participate in the development and implementation of goals, objectives, policies and priorities with direct management responsibility for the Engineering, Traffic Engineering, and Streets Sections of the Public Works Services Department.

Public Works Services Department – Engineering

Recommend in accordance with City 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 workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Assistant City Manager/Public Works Services Director.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures

Responsible for the day to day administration of the Engineering, Traffic Engineering, and Streets Sections' operational budget; forecast funds needed for staffing, equipment, materials and supplies; approve budgeted expenditures; conduct monthly budget reviews

of operational and capital improvement program budgets; direct the preparation of annual operational and capital improvement budgets.

Plan, direct, coordinate and review the work plan for the Engineering Section, Traffic Engineering, and Streets Section; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Administer Subdivision Map Act requirements for development.

Approves Tract and Parcel Maps.

Responsible for oversight of conditions of approval on development projects.

Provides technical oversight for inspection of private improvement projects in public right of way.

Capital Improvement Program

Provides technical review and approvals for capital improvement projects under the direction of the Assistant City Manager/ Public Works Services Director for each respective CIP program.

Assist the Assistant City Manager/Public Works Services Director in maximizing the use of outside funding sources such as federal, state, regional and sub-regional for capital programs.

Provides technical review of the planning, design, construction and administration of assessment district proceedings.

Oversees the planning, design and construction of cooperative projects undertaken with adjoining jurisdictions and other agencies such as Caltrans, LA County Department of Public Works, MTA or others.

Prepare and negotiates cooperative agreements with other jurisdictions and agencies for cooperative projects.

Technical Consultation

Provides in-house professional engineering consultation to the Assistant City Manager/Public Works Services Director and to the City Manager and City Attorney offices as required. Prepare and present staff reports and other necessary correspondence.

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

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of management, civil engineering, transportation and transit, and administration.

Organizational and management practices as applied to the analysis and evaluation of engineering programs, policies and operational needs.

Modern and complex principles of engineering program development, building construction, code enforcement, and administration.

Recent developments, current literature and sources of information regarding civil engineering and land surveying.

Principles and practices of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Skill to:

Operate modern computer equipment and utilize office based software applications.

Operate a motor vehicle.

Ability to:

Act effectively as a member of an interdisciplinary team with the Public Works Services Department and with other Departments within the City.

Manage, direct and coordinate the work of supervisory, professional and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction to the Engineering, Traffic Engineering, and Streets Section.

Recommend and implement goals, objectives, and practices for providing effective and efficient engineering services.

Prepare and administer the division budget.

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 service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Six (6) years of increasingly responsible professional civil engineering experience including two years of supervisory and administrative responsibility.

Training:

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

License or Certificate:

Possession of an appropriate, valid Certificate of Registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers. A valid Certificate of registration as a Land Surveyor in California is desirable if the candidate's Civil Engineering license is post 1982.

Possession of or ability to obtain a valid drivers license.

Special Requirements:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: February 2008

Revised Date: August 2017; December 2022; July 2026