

**City of Sebastopol
Job Description**

Job Title: Engineering Manager
Division: Miscellaneous
Department: Public Works Department
Location: Corporation Yard
Shift: Daytime
Reports To: Superintendent of Public Works
Prepared By: L. McLaughlin
Approved By: City Council
Approved Date: May 19, 2015
Revised By: N/A
Revised Date: N/A
FLSA Status: Exempt

SUMMARY:

Under general supervision of the Public Works Superintendent, performs various professional field and office engineering work related to the management and administration of the City's Capital Improvement Program (CIP), land development, traffic engineering, and public works infrastructure construction and maintenance projects; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional staff assistance to the Public Works Superintendent and the consulting City Engineer, other departments, the development community and citizens, and elected and appointed officials; performs a variety of studies and prepares and presents staff reports; and performs related work as required. Prepares reports and applications for State and Federal funding.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises technical and functional supervision over lower level engineering staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and administers all phases of engineering public works construction projects, including coordinating with permitting and public utility agencies; performing historical document research and review; preparing and reviewing plans, permit documents, specifications, engineering drawings, and cost estimates; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; and inspecting construction of projects to ensure compliance with construction documents.
- Assists City Engineer in reviewing construction plans prepared by consulting engineers and private contractors to verify compliance with City requirements and for conformance

with regulations; reviews engineering calculations of other engineers or consultants; participates in pre-design, construction, and progress meetings.

- Oversees the processing and issuance of Encroachment Permits and Grading Permits
- Oversees compliance with Risk Management procedures established by REMIF, for department vendors and contractors, public contracts and permits issued by the department.
- Participates in pre-construction meetings and reviews and evaluates the impact of proposed projects; attends progress meetings and reviews work products; assists in developing CIP project scope and schedule; assists in procuring professional services; assists in the negotiation of contracts and task orders; reviews and approves progress payments and change orders in consultation with division management.
- Participates in the review and update of Design and Construction standards; reviews industry and operation practices and implements updates as necessary.
- Serves as the City's Stormwater Program manager, including responsibility for the City's Storm Water Permit compliance and reporting, management of consultant support contract, researching Environmental Protection Agency (EPA) regulations and changes; reviewing final report development and changes; and reviewing development projects for compliance with City requirements.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Attends sub-regional and other meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Prepares staff reports and makes recommendations; may make presentations to committees and the City Council.
- Prepares reports and applications for State and Federal funding.
- Represents the City at various County-wide committees as assigned, in subject areas which may include but are not necessarily limited to transportation, waste management, water, wastewater and stormwater, etc. Represents the City with groups, organizations, committees, professional groups, other public agencies, and the public.
- Maintains files and performs recordkeeping concerning parcel maps and private improvements or construction records
- Provides technical information, assistance and support to personnel in other departments and to the public
- Responds and works to resolve internal and external customer complaints, questions and concerns
- Assists in preparation of long-range capital improvement programs and budgets.
- Assists with annual external audits with other government agencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles, techniques, policies, and procedures including plan review and permit filing and approval procedures.
- Basic principles, practices, procedures, and standards related to public works infrastructure development and maintenance.
- General design, layout, and construction practices for public improvements.
- Principles and practices of preparing design calculations, engineering drawings, and sketches.
- Project management and contract administration principles and techniques.
- Applicable Federal, State, County and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices, methods and materials of public works engineering, design, construction, inspection, operations and maintenance
- Plan checking and review techniques
- Engineering mathematics, information technology, and uses of other instruments and tools of the profession
- Principles of advanced mathematics and their application to engineering work
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Conduct engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand and interpret engineering construction plans, specifications, and other contract documents.
- Assist in the development and administration of contracts for professional services and construction in a public agency setting.
- Direct the work of contract consultants.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

High School Diploma supplemented with additional college level coursework in civil engineering, construction technology, land development, project management or a closely related field from an accredited college.

Associate's Degree in a related field is highly desirable.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and three years of professional engineering experience including project management and including one year of supervisory responsibility.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

License or Certificate: Possession of an Engineer in Training (EIT) or Project Management Professional (PMP) Certification is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

ENVIRONMENTAL ELEMENTS

Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or

electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.