

CITY OF IRWINDALE

ASSISTANT 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.*

SUMMARY DESCRIPTION

Under general direction of the City Engineer / Building Official, assists in supervising, coordinating, and overseeing the activities and operations of the Engineering Division of the Public Works Department; upon request, may act for the City Engineer in his/her absence; performs highly complex engineering administration duties; serves as project manager on assigned projects; reviews plans, designs, and specifications of public works projects and recommends changes for compliance; responds to questions and inquiries from the general public, developers, contractors, engineering professionals; and coordinates activities with other City departments and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the administration and coordination of a variety of services as they pertain to the Engineering Division of the Public Works Department.
2. Assists in the hiring process of subordinate staff; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance and work products, methods and procedures; meets with staff to identify and resolve problems.
3. Manages assigned capital improvement projects; prepares right of way plans, acquisition, and environmental documents and reports; works with other City departments and divisions to identify and prioritize needs related to engineering projects; and formulates cost estimates and develops implementation strategies
4. Assists in development and monitoring the Engineering Division budget for division programs and projects; prepares staff reports; attends and makes presentations to the City Council and commissions.
5. Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; coordinates work with other City departments, outside agencies, contractors, and consultants; and provides engineering services and consultation to a variety of field and office personnel.
6. Upon request, may act for the City Engineer in his/her absence.
7. Prepares and evaluates requests for proposals relating to projects requiring contract-engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; performs construction contract modifications and negotiates contract changes.
8. Coordinates water, sewer, street lighting, park, and street maintenance engineering projects with other City departments and outside agencies.

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9. Assists in supervising and administering the City's capital improvement program including street, traffic, parks, street lighting, all work in the public right-of-way and municipal building projects; works with City departments and division staff to identify and prioritize needs; formulates cost estimates and develops implementation strategies.
10. Reviews and recommends approval of plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects.
11. Prepares traffic engineering reports; supervises the collection and management of traffic data; conducts traffic studies; investigates complaints of traffic safety issues and makes recommendations.
12. Supervises and participates in the selection of professional consultants to assist with the design and/or construction inspection of selected projects.
13. Supervises and prepares reports required by federal, State and County agencies; prepares complex grant applications for project funding from various governmental agencies; and maintains administrative and engineering records.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering.
15. Responds to and resolves difficult and sensitive engineering inquiries and complains.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal engineering design and construction program.
Modern and complex principles and practices of civil engineering.
Principles and practices of traffic engineering.
Structural, street, and highway design principles.
Scientific and mathematical principles as applied to civil engineering work.
Principles and practices of project management and administration.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
Methods and techniques of engineering plan review and analysis.
Methods and techniques of conducting site and field investigation.
Principles and practices of field surveying.
Drafting methods, techniques, and equipment including those used in computer aided drafting.
Engineering maps and records.
Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Principles and practices of geographic information systems programs.
Occupational health and safety standards.
Basic principles of supervision, training and performance evaluation.
Pertinent federal, state, and local codes, laws, and regulations.

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Ability to:

Oversee the activities, operations and projects of an engineering division.
Manage, direct, and coordinate the work of professional, technical, and clerical staff.
Select, supervise, train and evaluate staff.
Perform the full range of professional level engineering duties involved in the design, development, and construction management of a variety of construction/capital improvement projects.
Serve as project engineer on assigned design and construction projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Collect, assimilate, and evaluate data and prepare recommendations related to civil engineering projects.
Perform complex engineering computations and calculations.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.

Experience:

Five years of increasingly responsible professional engineering experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.
A valid certificate of registration as a California Professional Engineer issued by the State of California Board of Engineers and Land Surveyors.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.