



# CITY OF HALF MOON BAY

## Job Specification

**Class Title: City Engineer**

**Status: Exempt**

**Department: Community Development**

**Reports To: Community Development Director**

**Employee Group: Represented Management**

**Adopted by City Council/Resolution Number: June 16, 2015**

**Modified:**

### DEFINITION

The City Engineer is a critical member of the Community Development team responsible for performing complex and professional engineering tasks related to capital infrastructure and utilities (i.e. storm water, waste water, and streets), traffic study and management, new land development reviews and other public works related projects and programs ensuring technical competence and compliance with all current codes and regulations.

### SUPERVISION RECEIVED/EXERCISED

The City Engineer reports to the Community Development Director. Responsibilities may include direct and indirect supervision of subordinate staff, as assigned.

### IMPORTANT AND ESSENTIAL DUTIES

The City Engineer is responsible for, but not limited to, the following duties:

- Reviews preliminary grading and utility plans for compliance with codes, regulations, standards and adequacy for permit issuance.
- Prepares conditions of approval for private development projects including use permits, coastal development permits, parcel maps and tentative subdivision maps.
- Reviews and recommends approval of improvement plans, final maps and subdivision improvement agreements.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Coordinates and guides private development projects through the entitlement process.
- Coordinates the design and preparation of engineering plans and specifications for City projects.
- Coordinates required advertising for public works bids. Reviews bids and makes recommendations based on local and State public bidding laws.

- Issues permits and conducts inspection of the construction of assigned projects, both public and private, to ensure contractor compliance with time and budget parameters. Reviews shop drawings for compliance with plans and specifications. Resolves construction issues with contractors.
- Prepares sanitary sewer, storm drainage, and street system maps, databases, and comprehensive plans. Maintains the engineering library and infrastructure records. Assures as-built records of projects, and document necessary changes for the operation and maintenance programs.
- Prepares staff reports and correspondence as needed.
- Coordinates the Traffic Safety Committee and responds to requests from public regarding traffic and traffic calming.
- Reviews encroachment permit applications, utility permits, street use permits, and other miscellaneous permits.
- Maintains regular contact with consulting engineers; construction project engineers; City, County, State and Federal agencies; professional and technical groups and the general public regarding Public Works Department services.
- Evaluates transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports. Assists in intersection signal and channelization design. Assists in the development of pavement management systems.
- Coordinates the development, implementation and update of the one and five year Capital Improvement Program.
- Meets with members of the public to respond to questions and concerns related to capital infrastructure, projects or related issues.
- Supports Code Enforcement efforts as needed.
- Supports the update and maintenance of the City's General Plan and related documents.
- Determines the scope of engineering projects, review plans of private developers and contractors, provide technical engineering decisions and establish technical criteria and standards. Prepares Requests for Proposals. Prepares construction plans and specifications. Awards construction contracts and monitors contractor performance.
- Attends meetings and conferences with City boards and commissions; City Council; City administrators; public officials; professional organizations; contractors; and County, Regional and State regulatory agencies regarding matters relating to areas of assigned responsibilities.
- Inspects project sites to assist in the solution of difficult problems. Interpret specifications and City policy and make change orders.
- Checks computations and specified materials for accuracy and compliance with regulations. Upgrades City standard plans and specifications. Reviews subdivision and parcel maps.
- Maintains effective working relationships with all levels of staff and with the public.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Design, construction and maintenance of complex capital improvement program projects.
- Materials, engineering methods, and problems involved in the planning, design, construction, and contract administration of capital improvement program projects.
- Principles and practices of civil, structural, and hydraulic engineering related to municipal surveys, plans, and public works improvement project design.
- Principles and practices of traffic engineering as related to municipal transportation systems.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Principles of supervision, training, and performance evaluation.
- Principles of land surveying and the Subdivision Map Act.
- Principles of the California Environmental Quality Act (CEQA).
- Principles of Geographic Information System (GIS) and AutoCADD.

### **Skill to:**

- Effectively coordinate work with other departments, divisions, contractors, utilities and others.
- Accurately interpret highly complex engineering and construction plans and specifications.

- Operate standard office equipment, including a computer and a variety of spreadsheet, word processing and software applications.
- Utilize software to develop work programs, project schedules and budgets.

**Ability to:**

- Effectively plan, assign, and coordinate the work of staff, both in the field and in the office.
- Design, estimate and prepare plans for capital projects.
- Prepare and present budget estimates and technical engineering reports.
- Ability to efficiently review, comment and work collaboratively.
- Prepare bid and contract documents.
- Communicate clearly and concisely, both orally and in writing to residents, elected and appointed board and commission members.
- Present complex technical material in a concise and easily understood format.
- Ability to establish, maintain and foster cooperative working relations with others contacted in the course of work and foster team work within the department.

**EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Possess a Bachelor's Degree from an accredited college or university, with major course work in civil engineering, or a related field; and

**Experience:**

Five (5) years of professional civil engineering experience, with at least one (1) year at the project manager level, and at least one (1) year at the mid-management/supervisory level.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas 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.

**WORKING CONDITIONS**

Working in a standard office environment is required in this position. The incumbent must travel to and from work site.

**LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess a valid California class "C" Driver's License and registration as a Civil Engineer in the State of California.