

CITY OF MILPITAS

EFFECTIVE: August 2003
REVISED: October 2011
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

Assistant City Engineer

Definition

The Assistant City Engineer (ACE) is responsible for planning, supervising and coordinating the engineering activities of the City's Land Development and Utilities Engineering as well as the Utilities Maintenance sections. Other section responsibilities may be added and/or deleted as required. In the absence of the City Engineer oversees the administration of all division programs.

Supervision Received and Exercised

Receives direction from the City Engineer. Exercises direct and indirect supervision over professional, technical, and clerical staff including civil engineers, public works inspectors, land surveyors, analysts, project managers, consultants and other staff members.

Typical Tasks and Essential Functions

Duties may include, but are not limited to, the following:

Participate in the development and implementation of goals, objectives, policies, procedures, and priorities for engineering sections and division.

Supervise, coordinate, and review all engineering activities.

Resolve more complex technical problems;.

Work closely and provide coordination with the departments or sections to provide efficient engineering services.

Prepare and direct the analysis and recommendations for utilities rates.

Work closely with the City Engineer and the Land Development Engineer to meet and discuss City requirements with developers, contractors, and engineers; review private development projects and propose developer conditions; negotiate development conditions;

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments. Assist and direct the preparation of engineering recommendations to the Planning Commission and City Council, after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations and the law.

Perform project management of design and construction of the special projects.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all Capital Improvement Program projects.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

Minimum Educational Qualifications

A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements

Possess and maintain a current certificate of registration as a Professional Civil Engineer in the State of California; and a valid California Drivers License.

Experience Qualifications

A minimum of 6 years of significant and progressive Civil engineering experience, and three (3) years of this experience shall include supervision of professional engineers. Experience should include acting as the lead in the successful completion of major municipal public works programs, utilities and utility rate analysis, major capital improvement projects, including roadways, parks, utilities and related municipal improvements.

Knowledge, Skills, and Abilities:

Knowledge of:

Principles and practices of civil engineering, engineering management, and administration, as applied to the analysis, design, operations and design of city utilities, new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

City policies and procedures governing engineering operations, administration and municipal public works.

Applicable Federal, State and regional laws and regulatory codes related to utilities, development and construction.

Principles of organization, administration, budget, and personnel management.

Ability to:

Make and review complex engineering calculations and analysis;

Plan, organize, direct, and review the work of professional and sub-professional engineering personnel.

Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction

Interpret, review, and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively orally, and possess excellent writing skills, including public oral presentations.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

Special Physical Requirements

Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites and construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard-hat construction zone; some exposure to construction and Municipal public works related chemicals and products.

City Manager

Dare

Human Resources Director

Date