

CITY OF MILPITAS
City Engineer

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EFFECTIVE: January 2015
EEOC: Officials/Admin
UNIT: Unrepresented
PHYSICAL: 1

CITY ENGINEER

DEFINITION

To plan, organize, direct and oversee the activities and operations of the Engineering Department. The Engineering Department includes the areas of land development, traffic, design, utilities, solid waste, storm and sewer and inspection. This position will formulate policy, develop goals and objectives, supervise staff and administer the department's budget; performs professional civil engineering work; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct and indirect supervision over professional, technical, maintenance and office administrative positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, direct and manages the Engineering Department activities, programs and projects including consultant contract administration and engineering design, development, survey, construction and inspection for the City; includes oversight of the areas of engineering, land development, traffic, design, utilities, solid waste, storm and sewer and inspection.

Participate in the development and implementation of both short-range and long-range goals, objectives, policies, and procedures relative to public works engineering activities and maintenance operations.

Resolve work problems and interpret administrative policies for subordinates, other departments, and the public.

Administer contracts for the construction of municipal buildings and other related activities.

Determine scope of engineering projects, review plans of private contractors, make technical engineering decisions, and establish technical criteria and standard.

Manage, oversee and participate in the preparation and administration of the Capital Improvement Program.

Represent the Engineering Department at City Council, local and regional commission meetings.

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Review and approve engineering drawings.

Propose and review developer conditions; negotiate development conditions; meet and discuss City requirements with developers, contractors, and engineers.

Prepare and administer the division budget; authorize all requisitions and payments within the division.

Prepare and present engineering recommendations to the City Council after considering alternatives, advisability, and conformance of proposals with applicable codes, rules, regulations, and the law.

Coordinate engineering activities with other City departments and with outside agencies.

Prepare a variety of reports, correspondence and special studies.

Respond to complex citizen inquiries and complaints.

Supervise, coordinate, and review all staff activities.

Provide professional and technical staff assistance.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering administration as applied to the design and construction of public works facilities and projects.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Engineering.
- Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, water, sanitary sewer, storm sewer, traffic signals, lighting, and landscaping systems.
- Principles of organization, administration, budget, and personnel and office management.

Ability to:

- Plan, organize, direct, and review the activities of a large City Division.
- Make complex engineering calculations and prepare engineering plans and specifications
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a department budget.
- Prepare and administer the Capital Improvement Program.

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- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.

Ability to:

- Establish and maintain positive and effective working relationships with City staff, developers, consultants, engineers, and the general public.

EXPERIENCE AND EDUCATION

Experience: Seven years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a public sector environment.

Education: A Bachelor of Science degree in civil or structural engineering from an accredited college or university.

LICENSE AND CERTIFICATE

- Possess and maintain a current certificate of registration as a professional civil engineer in the State of California.
- Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

Human Resources Director

Date