

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Assistant City Engineer

Class Code Number: 7510

Position Designation: Management/Contract

Division: Engineering

General Purpose of Position

Under the general supervision of the City Engineer, this position serves as the Assistant City Engineer and exercises considerable judgment and discretion in overseeing the design, support, and field activities of the Department and directly carrying out responsibilities in the areas of personnel and budget management, interdepartmental planning and coordination activities, Board and Commission support, and other related areas. This position will act on behalf of the City Engineer and the Engineering Division during absences of the City Engineer and/or as specifically delegated in order to provide for continuity of services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works/City Engineer. Exercises general direction over professional, para-professional, supervisory, technical and administrative support staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Plans, schedules, controls, and coordinates diverse public works improvement projects.
- Directs and oversees the design sections for streets and highways, storm and sanitary sewers, and landfills; all centralized Engineering support/administrative activities and staff including GIS/computerized mapping and public and land records, office services, and public and private development; sewer utility administration, and public works bidding and administration functions; and the field sections of construction, surveying, and maintenance operations relating to sanitary sewers, storm sewers, greenways, and landfill maintenance. Administers relevant bidding and contractual processes.
- Oversees divisional personnel management activities. Maintains communications and effective relationships with the Human Resources Department relating to all areas of their responsibility.
- Coordinates and supervises the planning and preparation of the Division's Capital Budget and the Operating Budget and assists with the preparation of the Sewer Utility Budget. Prepares, oversees, and updates the Division's annual capital borrowing plan, the salary savings plan and the preparation of quarterly engineering earnings reports. Monitors the monthly account status reports and control actions relative to such expenditure areas as overtime, salaries, supplies, and purchases of service.
- Reviews related Federal, State and local legislation and regulations (e.g., regarding

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environmental remediation, and safety) for inclusion in project specifications, work rules, program planning, budgeting, etc. Communicates necessary information and areas for investigation to other staff.

- Investigates and responds to complaints and concerns from officials and citizens. Performs other related public relations activities.
- Represents the Division and/or the City Engineer on various commissions, committees and task forces and at public meetings. Serves as secretary and/or provides staff coordination and support as assigned. Performs and/or oversees special studies and projects as required.
- Serves on interagency staff teams or committees including State agency committees. Participates in cross-jurisdictional planning teams for such areas as emergency management, electrical reliability; on neighborhood staff teams and in activities relating to such programs as underground environmental actions and landfill maintenance.
- Performs related work as required.

QUALIFICATIONS

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

Education: A Bachelor's degree in Civil Engineering or a closely related field is required.

Experience: Three years of highly responsible professional civil engineering management experience including public works project management, staff supervision and program administration responsibilities in a governmental engineering environment.

License/Certification: Registration as a Professional Civil Engineer in the State of California and possession of Valid Class C California Driver's License.

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KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- The principles and practices of civil and environmental engineering as applied to the administration, design, construction, maintenance, and financing of public works facilities, systems and improvements.
- Engineering support services, including GIS/computerized mapping.
- Public works objectives, purposes, professional standards, methods and principles of engineering. Public administration principles, including personnel management, budgeting, affirmative action, and supervision.
- The types of equipment used in a public works agency such as the Engineering Division.

Ability to:

- Organize, coordinate, and supervise the staff and operations of a large and diverse public works field and office function.
- Oversee the work of professional engineers and other specialists.
- Develop, organize, and analyze engineering and financial data and present written and oral reports.
- Review and interpret engineering plans and specifications.
- Plan, administer, and coordinate the bidding and construction processes relevant to public works improvements.
- Establish and maintain effective working and public relationships.
- Communicate and coordinate engineering activities with other City and governmental agencies and the general public.
- Communicate effectively, both orally and in writing.
- Represent the agency before various groups.
- Utilize computer hardware and software related to the areas of responsibility.

PHYSICAL REQUIREMENTS

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) and walking through and around field sites is required occasionally. This position requires manual manipulation of a keyboard, phone, other standard office machines and the operation of a motor vehicle.

SPECIAL REQUIREMENTS

This position requires registration as a Civil Engineer in the state of California.

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TOOLS

This position requires familiarity with and the use of standard office equipment and technology.

WORK ENVIRONMENT

The majority of the work for this position takes place indoors where the individual is exposed to moderate to low levels of noise. Outdoor work is occasionally required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to sun, wind, rain, snow, and high levels of noise.