

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CITY ENGINEER  
DEPARTMENT: COMMUNITY DEVELOPMENT  
REPORTS TO: DEPUTY CITY MANAGER DEVELOPMENT**

**JOB CODE: CD03 - 2101  
DATE: 09/22**

**JOB SUMMARY:**

Performs professional engineering work of an administrative, supervisory, and technical nature in directing the activities of the Engineering Services Division, including design, permitting, layout, construction, and mapping of all municipal public works projects.

**ESSENTIAL JOB FUNCTIONS:**

Plans, directs, manages, and supervises the development and implementation of goals, objectives, policies, and priorities for the Engineering Division.

Working with the Department Head, participates in the development of short- and long-range plans, policies, and procedures for the Community Development Department.

Plans, directs, organizes, and assigns work activities, projects, and programs; carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws.

Supervises Division staff; fosters a positive working environment within the Division, encourages staff development and training, conducts performance evaluations, resolves problems and conflicts, fosters communication.

Develops a work plan for the Division, assigns tasks and responsibilities to Division staff, and directs work.

Provides technical assistance and analysis; reviews change orders, agenda items, and technical documents.

Plans, directs, manages, and supervises major engineering projects including the design, permitting, and construction of municipal infrastructure, facilities, and capital improvement projects and programs. Includes preparation of Requests for Qualifications / Proposals for professional services to support engineering-based initiatives and projects, as well as bid documents for construction of capital improvements. Administers complex contracts and grant agreements.

Identifies and pursues grant opportunities to support capital improvement programs. Oversees administration of grants, including financial reporting.

Directs and administers preparation of the Division's annual operating budget and proposed 10-year capital improvement program for City Manager's review; administers approved budgets; assigns responsibilities for budget implementation, including financial monitoring and forecasting.

Prepares agenda items for City Council meetings; prepares complex engineering reports and studies for presentation before the City Council, other municipal Boards / Commissions / Committees, as well as other community partners such as the Chamber of Commerce, Neighborhood Associations, and similar organizations.

Directs the Engineering Division's technical review of all private development permit applications (i.e. subdivision applications, site plan applications, utility connection permits, street encumbrance permits, etc.) including plans and drawings, specifications, and technical studies and reports associated therewith. Directs the Division's construction oversight and inspection activities for infrastructure improvements associated with all private development projects.

Fosters and maintains a positive professional working relationship with developers, applicants, consultants, contractors, private utilities, and the general public within the context of a regulatory environment.

Proactively coordinates the Division's activities with other City Departments and Divisions, including Planning Division, Code Division, General Services Department, Fire Department, as well as private utilities.

Works with State and Federal agencies as needed on Division's projects and initiatives.

Performs special assignments as requested, to include researching and preparing reports and projects, develops and implements programs and initiatives, administers grants, presents technical data to the Department Head, City Manager, elected officials, and others.

Develops and maintains City's standards for design and construction of infrastructure improvements to ensure an appropriate level of quality and durability of said improvements, as well as to facilitate consistency of said improvements throughout the City. Evaluates the effectiveness of said standards. When developing standards, employs a cost-benefit analysis approach to ensure the City's standards do not create unreasonable financial burdens for public and private development projects.

Participates in, and conducts, regular staff meetings to review progress, accomplishments, budgets, strategies, and work plans for the Engineering Division and Community Development Department.

Supervises the development, implementation, and routine maintenance of the City's Geographic Information System.

Responsible for creating and maintaining files, plans, and records.

Provides interdepartmental technical and administrative assistance as assigned to support capital projects and initiatives undertaken by other City Departments and Divisions.

Serves on a variety of interdepartmental committees; participates with other departments and division heads to assist the Department Head and City Manager with strategic leadership.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal	Vehicle	Calculator
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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree (Master's degree preferred) or equivalent from a four-year college or university in civil engineering, environmental engineering or a related field, and, six or more years of progressively responsible related experience, including four years in a supervisory capacity; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Registered Professional Engineer License.

Valid motor vehicle operator's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of civil engineering.

Modern methods and techniques of construction.

Principles and practices of planning.

Record keeping, report preparation, filing methods, and records management techniques.

Budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work, including, but not limited to, Microsoft Office products (Outlook, Word, Excel, Etc.) and AutoCAD and similar design programs

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

**Skill in:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Performing complex mathematical computations.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

**Mental and Physical Abilities to:**

Read and understand engineering plans, drawings and specifications.

Speak effectively before public groups and respond to questions.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Work with mathematical concepts such as probability and statistical inference.

Read, interpret, and understand a variety of documents such as contracts, safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several variables in standardized situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Use tools or equipment requiring a high degree of dexterity.

**Working Conditions:**

Work is performed in an office and outdoors, including at active construction sites, where the employee may be exposed to cold or inclement weather.

The work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.