

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Public Works Director – City Engineer	Job Family: 3
General Classification: Management	Job Grade: 49

Definition: Manage the Engineering Division of the Public Works Department. Responsibilities include managing division’s staff and operations. Assist the Public Works Director in the planning, organization, and review of division functions, including engineering design; development review; construction contract administration and inspection; traffic engineering; capital budget and projects management. Sign plans, maps, and documents as Assistant Public Works Director – City Engineer; and represent the department in the absence of the Director, as assigned.

Distinguishing Characteristics: The Assistant Director assumes responsibility for a major division and performs general administrative tasks for the Director. Receives general direction from the Public Works Director. Exercises direct supervision over professional, supervisory, and technical staff.

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

1. Manage and direct the Engineering Division.
2. Direct and oversee the development and execution of work plans; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
3. Ensure Engineering Division programs perform effectively by establishing goals, objectives, and policy guidelines, and by reviewing performance of sections and contractors.
4. Assist in the development and implementation of department goals, objectives, policies, and procedures.
5. Oversee annual development of the Capital Improvement Program.
6. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee separations; evaluate staff.

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7. Represent the Public Works Department – Engineering Division in meetings and on committees.
8. Supervise, direct, and coordinate special engineering studies; prepare reports and findings.
9. Communicate key developments related to the division to Public Works Director and/or other managers, as appropriate.
10. Manage or oversee management of large and complex projects by coordinating work with other City departments as well as other organizations and committees.
11. Ensure fiscal soundness of division by working with the Director to develop, justify, and administer division's capital and operating budgets, including analyzing expenses and establishing rates and fees to cover costs of enterprises, where applicable.
12. Administer contracts; direct and coordinate the work of professional consultants and outside contractors.
13. In cooperation with the Public Works Director, assist in the strategic planning, coordination, and implementation of overall division and departmental policy and administration.
14. Assume the role of the Public Works Director in his/her absence, as appropriate.
15. Provide leadership.
16. Oversee division's occupational safety and health program and assure compliance with associated laws and regulations.
17. Assure division activities comply with pertinent Federal, State, and local environmental rules and regulations.
18. Establish and maintain a cooperative and collaborative relationship with employee labor organizations.
19. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.

20. Ensure division programs utilize Best Management Practices and current technology.
21. Develop training programs for division functions to ensure up-to-date skills and services.
22. Research and prepare technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
23. Communicate orally with customers, clients, or the public in face-to-face, one-on-one settings, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice, and explanations.
24. Make prompt and effective decisions in both routine and emergency situations.
25. Attend evening meetings and/or work various shifts, including nights, weekends, and holidays.
26. Perform duties of City Engineer.
27. Coordinate and represent operations, programs, and policies with Council, commissions, management, staff, business, and the community.
28. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public works management, including civil and traffic engineering, assessment district formation and financing, development review, construction contract administration and inspection, capital budget preparation and projects management; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State, and Federal laws, rules, and regulations, e.g., CAL-OSHA, CEQA, Subdivision Map Act, Streets and Highways Code; budgeting procedures and techniques; principles and practices of organization, administration, budget, and personnel management, and organizational development; modern office procedures, methods, computer equipment, and software.

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Ability to: Organize, direct and implement a comprehensive engineering services program; manage complex administrative and engineering contracts; prepare and administer an operating and capital budget; supervise, train, and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; negotiate and manage professional consulting service contracts.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree in civil engineering or related field and five years of increasingly responsible experience in the management of municipal public works programs, three years of which must have been at a supervisory or management level. Completion of a master's degree in engineering, business administration, or a related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License; possession of a California Certificate of Registration as a professional civil engineer.

Established: September 1998

Revised: October 2019

HRD/CLASS SPECS

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