

**City of Grass Valley  
JOB DESCRIPTION**



**ASSISTANT CITY ENGINEER**

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**Department: Public Works Department**

**FLSA Status: Exempt**

**Reports To: City Engineer**

**Unit: 1, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Engineering Division within the Public Works Department including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, Department of Industrial Relations prevailing wage compliance, NPDES permits, and related functions and program areas; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the City Engineer. Serves as City Engineer in their absence.

The Assistant City Engineer is responsible for carrying out the mission of the City and the Public Works Department in conformance with departmental and City of Grass Valley organizational values.

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Assistant City Engineer classification for lack of maintaining the required certifications.

**SUPERVISION RECEIVED AND EXERCISED**

General instructions and suggestions on procedures are received from the City Engineer. Supervision is exercised over subordinate professional engineers and sub-professional personnel. This position requires management responsibilities of a supervisory nature. Incumbents must be proficient in basic concepts relating to personnel management.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Assumes management responsibility for assigned services and activities of the Engineering Division including design and bidding of all public improvement projects including roadway and utility projects, processing private development projects, traffic section activities including operation and maintenance of traffic controls, field inspection of all projects, survey, Capital Improvement Program,

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- environmental, real property acquisition and management, GIS, Landscape Maintenance District, Department of Industrial Relations prevailing wage compliance, NPDES permits and related functions and program areas.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; plans, develops, and implements methods and procedures designed to improve operations, minimize operating costs, and promote the most efficient use of labor and materials; recommends, within departmental policy, appropriate service and staffing levels.
  3. Plans, coordinates and supervises work activities for assigned operations; participates in the development of the Department's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
  4. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.
  5. Directs and participates in the development and implementation of goals, objectives, policies, and priorities for assigned service areas, programs, and operations; recommends and administers policies and procedures.
  6. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
  7. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
  8. Participates in the selection and appointment of staff; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures, and reports same to City Engineer.
  9. Serves as the liaison for the Engineering Division to other divisions, departments, and outside agencies; represents the City in meetings with other public agencies to develop and coordinate future or on-going projects; negotiates and resolves sensitive and controversial issues.
  10. Applies for and manages grant and loan funds.
  11. Oversees and participates in the development and administration of the Engineering Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; monitors and approves expenditures; implements midyear adjustments.

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12. Administers and monitors contracts for materials or services relating to Engineer Division operations.
13. Participates in outside community and professional groups and committees; provides technical assistance as necessary; stays abreast of new trends and innovations in the field of engineering.
14. Oversees and participates in customer service to internal and external customers; responds to and resolves difficult and sensitive citizen inquiries and complaints; meet with and represent the City at various neighborhood meetings to explain engineering criteria.
15. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
16. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
17. Maintains and updates all maps, drawings and records.
18. Reviews and evaluates private improvement plans for impact on public projects and facilities; approves and certifies plans as appropriate.
19. Prepares and reviews bid packages. Analyzes bids received and makes recommendations for award of contracts. Administers contracts and change orders.
20. Reviews and directs the work of consultants and assures conformance with required standards and specifications.
21. Coordinates environmental review with Planning Department and other agencies.
22. Prepares and updates comprehensive City standard construction specifications and details.
23. Prepares and administers City-wide drainage plans. Reviews and inspects grading and drainage for all public and private projects for consistency with City drainage requirements, including compliance with the National Flood Protection Act.
24. Develops and maintains a Pavement Management System consistent with street and highway funding requirements.
25. Oversees City construction inspection responsibilities on public and private projects.
26. Performs related duties as assigned.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

1. Principles and practices of municipal public works and civil engineering. Operational characteristics, services, and activities of a comprehensive engineering program including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, and related functions and program areas.
2. Legal, financial and public relations issues associated with public works and municipal engineering.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
4. Recent developments, current literature, and sources of information regarding public works and engineering practices.
5. Methods and techniques of contract negotiation and administration.
6. Principles and practices of program and budget development, administration and evaluation.
7. Methods and techniques of supervision, employee evaluation, training and motivation.
8. Principles and practices of fiscal control, supervision, personnel administration and management.
9. Civil engineering practices, methods, and specializations related to public projects, design, hydraulics, traffic and other municipal engineering areas.
10. Applicable local, State and Federal laws, codes and regulations.
11. Public bidding process and contracting procedures for public works projects, including prevailing wage requirements.
12. Construction procedures and contract administration principles and practices, including prevailing wage requirements.
13. Methods and techniques for record keeping and report preparation and writing.
14. Proper English, spelling and grammar.
15. Occupational hazards and standard safety practices.

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**Ability to:**

1. Participate in future planning for infrastructure growth.
2. Oversee and participate in the management of a comprehensive engineering program including design, private development, traffic, field inspection, survey, Capital Improvement Program, environmental, real property acquisition and management, GIS, Landscape Maintenance District, and related functions and program areas.
3. Provide effective leadership and coordinate the activities of assigned subordinate Public Works staff and engineering services.
4. Plan and organize efficient and effective work schedules.
5. Select, supervise, train, and evaluate staff.
6. Evaluate existing processes and procedures for improvement.
7. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
8. Read and interpret maps, sketches, drawings, specifications and technical manuals.
9. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
10. Negotiate agreements and contracts with divergent interests.
11. Research, analyze, and evaluate new service delivery methods and techniques.
12. Represent the interests of the Engineering Division in the community and at professional meetings as required, including but not limited to Development Review Committee, Planning Commission, etc.
13. Administer budgets for assigned activities.
14. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory.
15. Gain cooperation through discussion, consensus building and persuasion.
16. Interpret, explain and apply applicable laws, codes and regulations.
17. Read, interpret and record data accurately.
18. Organize, prioritize and follow up on work assignments.
19. Work independently and as part of a team.
20. Make sound decisions within established guidelines.
21. Follow written and oral instructions.

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22. Observe safety principles and work in a safe manner.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships.
25. Properly formulate, interpret, evaluate, and make decisions and recommendations in accordance with applicable laws and regulations.
26. Make complex engineering calculations and prepare engineering plans and specifications.
27. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces.
3. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
4. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
6. May be required to lift and move as much as 35 pounds.

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**EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills is:

1. Eight years of increasingly responsible experience in the field of engineering, of which at least one years was at a management or Senior Civil Engineer level directing the implementation of multiple large, complex public capital development programs concurrently, including the supervision of staff in multiple disciplines.
2. A Bachelor's degree in engineering from an accredited university.
3. Registration with the State of California as a Professional Engineer is required.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Possession of a valid class "C" California Driver's License.
2. Possession of a valid certificate of registration as a professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.
3. Qualified Stormwater Developer within 6 months of hire
4. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003).
5. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Assistant City Engineer classification for lack of maintaining the required certifications and/or licenses.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

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I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted:

Revised:

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