

**City of Grass Valley
JOB DESCRIPTION**



SENIOR ENGINEER/DEPUTY DIRECTOR

Department: Public Works Department

FLSA Status: Exempt

Reports To: Public Works Director/City Engineer

Unit: 1, Full-time Position

SUMMARY OF JOB PURPOSE

With minimal direction, manages planning, administration and coordination of activities and operations in the functions and divisions of the Public Works Department; assists in the coordination of assigned activities with other City departments and outside agencies; provides highly responsible and complex technical staff assistance to the Public Works Director/City Engineer; directs, manages and supervises the work of assigned staff; establishes and implements assigned programs' objectives and performance standards; responsible for fulfilling the mission and carrying out the policies of the Department; oversees related regulatory requirements, reporting, and programs; and performs other related duties as required.

The Public Works Senior Engineer/Deputy Director 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 Senior Engineer/Deputy Director classification for lack of maintaining the required certifications.

SUPERVISION RECEIVED AND EXERCISED

The Public Works Senior Engineer/Deputy Director is a management level classification responsible for assisting the Public Works Director/City Engineer and/or his/her designee in the day-to-day business of administering, directing and supervising assigned Public Works divisions.

This position receives general direction from the Director of Public Works/City Engineer or his/her designee and exercises direct supervision over assigned subordinate professional, field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

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

1. 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.
2. Participates in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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3. Directs, plans, prioritizes, assigns, supervises and reviews the work of subordinate staff in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.
4. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
5. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures, and reports same to Public Works Director/City Engineer.
6. Coordinates assigned division activities with those of other departments and outside agencies and organizations; provides staff assistance to the Public Works Director; prepares and presents reports and other necessary correspondence.
7. Applies for and manages grant and loan funds.
8. Participates in the development and administration of the Public Works budgets; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
9. Administers and monitors contracts for materials or services relating to Public Works operations.
10. Participates in outside community and professional groups and committees; provides technical assistance as necessary.
11. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned public works activities; participates in public meetings as necessary.
12. Performs general administrative work as required, including but not limited to preparing reports and correspondence, entering computer data, etc.
13. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
14. Maintains and updates all maps, drawings and records.
15. Reviews and evaluates private improvement plans for impact on public projects and facilities; approves and certifies plans as appropriate.
16. Prepares and reviews bid packages. Analyzes bids received and makes recommendations for award of contracts. Administers contracts and change orders.
17. Reviews and directs the work of consultants and assures conformance with required standards and specifications.

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18. Coordinates environmental review with Planning Department and other agencies.
19. Prepares and updates comprehensive City standard construction specifications and details.
20. 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.
21. Develops and maintains a Pavement Management System consistent with street and highway funding requirements.
22. Oversees City construction inspection responsibilities on public and private projects.
23. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles and practices of municipal public works and civil engineering.
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. Basic principles and practices of program and budget development, administration and evaluation.
7. Methods and techniques of supervision, employee evaluation, training and motivation.
8. Mathematics, design methods, uses and strengths of construction materials, various standard specifications, effects of soil conditions, and pertinent laws and regulations related to the design and construction of City facilities and public and private projects.
9. Principles and practices of fiscal control, supervision, personnel administration and management.
10. Civil engineering practices, methods, and specializations related to public projects, design, hydraulics, traffic and other municipal engineering areas.
11. Applicable local, State and Federal laws, codes and regulations.
12. Methods and techniques for record keeping and report preparation and writing.
13. Proper English, spelling and grammar.
14. Occupational hazards and standard safety practices.

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Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City, especially those pertaining to municipal engineering standards and practices;
2. Inspecting assigned areas for a wide variety of construction, maintenance, repair and risk management issues for both public and private projects;
3. Applying laws, regulations, codes and departmental policies;
4. Recognizing, prioritizing and accomplishing needed tasks;
5. Researching, preparing and writing clear and concise technical reports.

Ability to:

1. Participate in future planning for infrastructure growth.
2. Provide effective leadership and coordinate the activities of assigned subordinate Public Works staff and engineering services.
3. Plan and organize efficient and effective work schedules.
4. Evaluate existing processes and procedures for improvement.
5. Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
6. Read and interpret maps, sketches, drawings, specifications and technical manuals.
7. Read, decipher and understand plans and specifications for infrastructure components and pipelines.
8. Oversee contracts.
9. Represent the interests of the Public Works Department in the community and at professional meetings as required.
10. Administer budgets for assigned activities.
11. Operate personal computers and related software programs, specifically software to assist in the operation of public works functions including purchasing, work orders, and inventory.
12. Gain cooperation through discussion, consensus building and persuasion.
13. Interpret, explain and apply applicable laws, codes and regulations.
14. Read, interpret and record data accurately.
15. Organize, prioritize and follow up on work assignments.
16. Work independently and as part of a team.
17. Make sound decisions within established guidelines.
18. Follow written and oral instructions.
19. Observe safety principles and work in a safe manner.

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20. Communicate clearly and concisely, both orally and in writing.
21. Establish and maintain effective working relationships.
22. Properly formulate, interpret, evaluate, and make decisions and recommendations in accordance with applicable laws and regulations.
23. Make complex engineering calculations and prepare engineering plans and specifications.
24. 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.

EDUCATION AND EXPERIENCE

A typical way to obtain the knowledge and skills is:

1. Five years of increasingly responsible experience in the field of engineering, of which at least two 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 and registration with the State of California as a Professional Engineer is required. A Master's Degree is highly desirable, but not 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. 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).
4. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Public Works Senior Engineer/Deputy Director classification for lack of maintaining the required certifications and/or licenses.

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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.

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.

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: 03/28/12

Revised:

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