

**CITY OF SOLANA BEACH**  
**Director of Engineering/Public Works**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

**DEFINITION**

Under general administrative direction, plans, directs, manages and oversees the functions, programs and operations of the Engineering/Public Works department and coordinates assigned activities with other departments and outside agencies and provides highly responsible and complex administrative support to the City Manager and Deputy City Manager. Performs related work as required.

**CLASS CHARACTERISTICS**

This is a single incumbent position serving as a member of the Executive Management team. The Director of Engineering/Public Works acts with a high degree of independence of action and decision-making ability in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines. The incumbent is expected to develop methods and procedures and solve problems encountered. Except where a significant deviation in policy is involved or area of assignment is controversial, most work is not reviewed directly by the City Manager and when work is reviewed, the review is directed toward final outcomes and results. Director of Engineering/Public Works is an unclassified, at-will, FLSA exempt position.

**ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices*

1. Assumes full management responsibility for all Engineering/Public Works functions, programs and operations including engineering design, traffic systems, field inspections, constructions of streets, parks, sewers, structures, drainage facilities and other engineering/public works improvements.
2. Manages the development and implementation of departmental goals, objectives and priorities for assigned areas; recommends and administers policies and procedures.
3. Administers the City's capital improvement program; work with City departments and division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategy.
4. Establishes within the City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

5. Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents, reports and studies for all engineering/public works projects.
6. Plans, directs, and coordinates through subordinate level staff, the Engineering/Public Works department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with Key staff to identify and resolve problems.
7. Administers the supervision and monitors the work of consulting engineers, contractors, builders, and architects; verifies and approves all contractor work estimates, payment requests and change orders. Performs site inspections during construction for adherence to specific methods and materials and to ensure compliance with regulations for system safety and design.
8. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; works with the Human Resources Department to implement discipline and termination procedures.
9. Oversees and participates in the development and administration of department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
10. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes; assesses future staffing needs.
11. Assists in developing and implementing the budget and long range goals for the City; monitors the assigned budgets and approves expenditures as needed.
12. Provides staff assistance to the City Manager and Deputy City Manager; prepares a wide variety of reports and presentations for the City Council, City management and outside agencies; presents reports to the City Council and other commissions, committees and boards.
13. Reviews Engineering/Public Works department reports to ensure compliance with appropriate departmental and City rules, regulations and policies as well as appropriate local, state, and federal laws; supervises the maintenance of City maps, plats, field books, and engineering records.
14. Participates on a variety of board, commission and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering/public works.
15. Responds to and resolves difficult and sensitive inquiries and complaints.
16. Performs related duties and responsibilities as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

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

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil Engineering, Public Administration, or a related field. Master's degree in related field is highly desirable.

Experience:

- ◆ 5-10 years of recent, continuous, progressively responsible, professional municipal civil engineering and/or administrative experience, including at least three years of management and supervisory experience.

Knowledge and Abilities

Knowledge of:

- ◆ Operational characteristics, services and activities of a comprehensive engineering/public works program.
- ◆ Planning, engineering and project administration theory, principles, standards and practices.
- ◆ Civil engineering concepts and principles, practices and methods.
- ◆ Principles and practices of municipal budget preparation and administration.
- ◆ Pertinent Federal, State and local laws, codes and regulations, especially as they relate to both private and public development projects.
- ◆ Modern methods, materials, techniques and equipments used in the construction of facilities and systems.
- ◆ Methods and techniques of contract negotiations and administration.
- ◆ Principles and practices of construction/capital improvement project management, administration and coordination.
- ◆ Advanced principles and practices of employee supervision, training and discipline; performance evaluations; employee relations.
- ◆ Appropriate safety precautions and procedures; safe driving principles and practices.
- ◆ A variety of software applications as needed to effectively execute the duties and responsibilities of the position.

Ability to:

- ◆ Provide administrative and professional leadership and direction for the Engineering/Public Works Department.
- ◆ Recommend and implement goals, objectives and practices for providing effective and efficient engineering/public works programs and services.
- ◆ Select, supervise, train and evaluate staff.

- ◆ Manage and administer a comprehensive capital improvement program.
- ◆ Exercise independent judgment and work under minimal supervision.
- ◆ Ensure compliance with Federal, State, and local rules, laws, and regulations; learn, apply and interpret laws, regulations and rules; develop policies and procedures.
- ◆ Review and develop designs, plans, long-range capital improvement plans and specifications.
- ◆ Supervise the preparation and maintenance of records; write technically sound, clear, concise and persuasive reports and other materials; make effective public presentations.
- ◆ Plan, organize and direct the work of staff; select, supervise, train, and evaluate staff.
- ◆ Identify and respond to community, City Manager and City Council concerns, issues and needs.
- ◆ Establish and maintain effective relationships with those contacted in the course of work.
- ◆ Communicate clearly and concisely, both verbally and in writing; read, understand and apply difficult materials.
- ◆ Analyze unusual situations and resolve through application of City policy and requisite knowledge; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- ◆ Conduct thorough investigations including research, collection, compiling, and analyzing information and data.
- ◆ Operate related office equipment including a computer.

Special Requirements

- ◆ Possession of or ability to obtain a Class “C” California driver's license within six (6) months of hire; and possession of a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment as well as to function as the Incident Commander under emergency conditions. Incumbents may be required to perform light lifting and carrying, file

documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.

- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments. Individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment. Availability for emergency calls.

Date Adopted: 3-19-08  
Date Revised: N/A