



**CITY OF CONCORD
CLASS SPECIFICATION**

Date: February 2009
Code: 2140
Range: M-8

Assistant City Engineer

JOB CHARACTERISTICS

Purpose

Under administrative direction, this position manages the Design and Construction Sections of the Building, Engineering, and Neighborhood Services Department. These sections are responsible for the delivery (design and construction administration) of Capital Improvement Program (CIP) projects. This position, working with the CIP Analyst, coordinates the preparation of the annual CIP 10-Year Plan. This position is also responsible for applying for grants and administering grants received. In addition to managing CIP staff, this position oversees Design and Construction consultants. CIP projects include street reconstruction or overlay; new sidewalk or reconstruction; and drainage, building, sanitary sewer, parks, and traffic system improvements. This position also performs related and other work as required within the context of the City's Mission of providing responsive, cost-effective, and innovative local government services by collaborating with the community to make Concord a city of the highest quality.

Equipment, Methods & Guidelines

Uses Federal, State, and local laws, policies, procedures, and practices, civil engineering standards, standard plans and specifications, master plans, programmable calculators, automobiles, and voice dictation equipment.

Working Conditions

Works predominantly inside. Conditions also involve some travel and frequent attendance at meetings, including many that are conducted during the evening. The work may also include occasional irregular hours.

Physical Demands

The work emphasizes speech, hearing, and vision and stamina associated with attendance at evening meetings following a normal workday.

Distinguishing Characteristics

The Assistant City Engineer is distinguished from the higher level City Engineer position by the scope of overall administrative responsibility which the City Engineer has of all major divisions within the department. It is further distinguished from the lower level Senior Civil Engineer position by the complexity of managerial programs assigned.

Supervisory Guidance Received/Given

Limited direction is provided by a City Engineer or Department Head. Supervision received is characterized by general administrative support and control rather than direct control over methods. Supervision given includes exercising a full range of supervisory authority, including that exercised over supervisory personnel, and is focused on providing administrative support and control, defining objectives and problems, and, as necessary, prescribing both general and detailed work methods.

Allocation Factors/Distinctions

Managerial classification.

Assistant City Engineer

EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Plans, directs and supervises the work of the section's professional and sub-professional engineering and field personnel, including consultants.
2. Establishes criteria for design and construction of all capital improvement projects assigned to this unit.
3. Is primarily responsible for the development of the City's capital project budget.
4. Manages the delivery of capital projects through the preparation of plans and specifications and provides construction management.
5. Prepares specifications and obtains bids for construction and maintenance projects.
6. Inspects the work of engineering consultants for compliance with contracts.
7. Assigns inspectors to the various projects.
8. Ensures adequate coverage of all contracted projects.
9. Coordinates projects with other City departments and outside contractors.
10. Ensures work is done within budget and on schedule.
11. Administers contracts.
12. Schedules and assigns work projects, supervises work in progress and approves work upon completion.
13. Substitutes in the absence of the City Engineer or Department Head.
14. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
15. Performs other duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of principles and practices of civil engineering as applied to the development and construction of capital improvement projects; design principles; principles and practices of contract administration, project management and evaluation; applicable codes, regulations and safety practices related to capital improvement projects; construction methods and materials; principles of supervision; principles and practices of organization and budget management; construction safety practices and principles.

Skilled in planning, directing and supervising the work of subordinates; performing difficult engineering computations in the analysis of designs and plans; making comprehensive recommendations on engineering problems; performing and evaluating difficult design work; developing and monitoring a budget effectively; coordinating the work of professional and sub-professional personnel; writing clear, concise and accurate reports, specifications, contract documents and reports to the City Council; analyzing complex civil engineering data and technical reports, evaluating alternatives to reach sound conclusions; effectively enforcing rules and regulations.

Education/Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Assistant City Engineer

Education: Possession of a Bachelor or Master's Degree in a civil or structural engineering curriculum, and California Registration as a Civil Engineer.

Experience: Five (5) years of increasingly responsible employment involving the supervision of staff in the civil engineering profession.

Other Requirements

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineers.