



## CITY OF CHINO

### Capital Improvement Projects Engineering Manager

#### **Definition:**

Under limited supervision, plans, directs, and coordinates activities related to City public works engineering Capital Improvement Projects (CIP); and performs related work as assigned.

#### **Class Characteristics:**

The CIP Engineering Manager is responsible for planning, managing, and directing the work of a section of the Public Works Department staffed by professional and sub-professional engineers.

#### **Essential Functions:**

- Oversee the City's Capital Improvement Program, including all aspects of engineering, construction, and financing; monitor related expenditures, and ensure projects are completed as scheduled.
- Supervise and participate in a variety of professional and sub-professional engineering work, including the preparation of plans, project specifications and cost estimates.
- Coordinate project inspections and draft ordinances according to general instruction.
- Supervise and participate in the review of plans; evaluate compliance with laws, ordinances, and acceptable engineering standards, and recommend corrections or improvements; supervise the preparation of legal descriptions and deeds for easements and right-of-ways.
- Prepare and evaluate requests for proposals and negotiate contracts.
- Provide technical assistance to other departments and City personnel; assist in the design and construction of municipal works facilities, including streets, water, sewer, and storm drainage systems.
- Compile and analyze statistical data and prepare technical reports relating to public works projects and programs.
- Assist with the preparation of the annual budget.
- Supervise engineering staff and consultants; participate in the screening and selection of staff; train and evaluate employees; initiate and carry out appropriate disciplinary actions.
- Prioritize and direct the work of the City's CIP; oversee quality, schedules and cost control while working closely with the Director of Public Works.
- Prepare staff reports and memos; make presentations to the City Council, Planning Commission, and other advisory bodies. Attend various meetings as needed and in Director's absence.
- Track expenditures, review invoices for accuracy and consistency with contractual obligations, and recommend appropriate dispersals of allocated funds.

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- Manage the work of consultants and contractors through the development of project requirements including project strategies, budget, schedule, land acquisitions, permitting requirements and compliance with City policies, procedures, design and construction standards, regulations and codes.
- Investigate and resolve schedule conflicts on capital improvement projects, negotiate contract amendment/change order requests and proposed additions/deletions to contracts throughout the process.
- Participate in assessing legislative, regulatory, and funding opportunities and constraints.
- Coordinate examination of resident complaints as it relates to the City's infrastructure and CIP projects/construction.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

### **Knowledge of:**

- Engineering principles, methods, and practices as applied to public works, including planning and development, and design and construction.
- Techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects.
- Related laws, ordinances, rules, and regulations.
- Cost accounting.
- Budgetary, work planning, and time/material cost estimation techniques.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.
- California Subdivision Map Act.
- Principles and techniques of supervision and training.
- Microsoft Office suite and MS Project.

### **Ability to:**

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present technical engineering reports.
- Review and check complex engineering designs, computations, plans, and studies.
- Plan, direct, and coordinate public works engineering programs and manage a section of the Public Works Department.

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- Supervise, train, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of engineering and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

### Education:

- Bachelor's degree in civil engineering or a related field (required).
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted for evaluation.

### Experience:

- Five years of increasingly responsible, diversified experience, including or supplemented by experience in supervision.
- Two or more years of experience in a public-sector setting (required).

### Licenses/Certifications:

- Certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers (required).

### Training/Safety Requirements:

- Job specific training will be provided according to class specifications during work hours.

### Special Requirements:

- Possess a valid California Driver's License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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## Physical Profile

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

## Physical Requirements

- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

## Details:

Department/Division: Public Works/Engineering  
Reports To: Director of Public Works

## Possible Career Advancement Opportunities:

From: CIP Engineering Manager  
To: Deputy Director of Public Works  
Director of Public Works

## Employee Unit:

Unrepresented Management

Established: 03/02/2021

Replacing Civil Engineering Manager classification specification dated 03/12/2018.