



CITY OF CHINO

City Engineer

Definition:

Under limited direction, plans, organizes, and directs the Public Works Engineering Division in the areas of land development, capital projects, special projects, and water systems; provides highly responsible and technical staff assistance; and performs related work as assigned.

Class Characteristics:

The City Engineer is responsible to manage a division of the Department including water and environmental services, inspections, land development, and capital improvement projects.

Essential Functions:

- Plan, direct, and organize the work of engineering staff in the areas of land development, capital projects, traffic and special projects such as water and wastewater systems and water quality management; coordinate, oversee, and manage both in-house and consultant-generated design of capital projects including plans, specifications, and estimates; supervise the development of and track capital project schedules.
- Oversee and consult in the design, preparation, and review of construction plans, site investigations, cost estimates, specifications, and reports for the construction and/or improvement of public facilities.
- Supervise and manage the preparation of requests for professional services; interview prospective consultants; provide technical and procedural information; review plans and specifications; maintain currency with regulations, litigation, and legislation concerning public works activities.
- Meet with developers and contractors to facilitate projects and resolve issues; coordinate Engineering Division projects with other City departments and outside agencies; represent the Engineering Division at Planning Commission meetings.
- Review operational procedures to ensure compliance with applicable policies and quality control standards as well as to ensure currency in technique; recommend and initiate changes to departmental procedures, policies, and regulations including engineering design standards.
- Select Engineering Division employees; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; recommend disciplinary action.
- Direct the conduct of studies; the preparation and presentation of reports regarding engineering related issues and the activities of the Engineering Division; review, edit, write, and sign Council agenda reports.
- Initiate and participate in the preparation of departmental budget; monitor expenditures and make recommendations on staffing and equipment.
- 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. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D.
- Bachelor's degree in civil engineering.
- Master's degree in a related field (desirable).

Experience:

- Three years of increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Extensive knowledge of:

- Engineering principles, methods, and practices as applied in the planning, design, and construction of municipal public works.
- Laws and regulations governing the design and construction of streets, water systems, capital projects, and other public works.
- Principles of supervision and office management.

Considerable knowledge of:

- Methods employed in the preparation of land development projects.
- Contracts, agreements, plans, specifications, procedures, and forms associated with public works projects.
- Laws and processes relevant to the establishment of assessment districts.

Working knowledge of:

- City government and issues of concern to developers, property owners, contractors, private engineers, and other when dealing with the City on engineering matters.
- Varied and alternative financing mechanisms for public works projects, including municipal finance principles and special assessment districts.

Ability to:

- Plan, direct, and coordinate public works engineering programs and manage a department.

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports.
- Review and check complex engineering designs, computations, plans, and studies.
- Select, train, supervise, and evaluate employees.
- Communicate effectively, 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 management and engineering 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.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess a certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.
- Possess a certificate to practice Land Surveying in the State of California (highly desirable), or have the ability to obtain certificate within one year from the date of appointment.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 6/15/15

Replacing City Engineer classification specification dated 8/1/07.