



CITY OF CHINO

Civil Engineering Manager

Definition:

Under limited supervision, plans, directs, and coordinates engineering activities relating to City public works engineering projects and the Capital Improvement Program; and performs related work as assigned.

Class Characteristics:

Civil Engineering Managers are responsible for planning, managing, and directing the work of a section of the Public Works Department staffed by professional and sub-professional engineering staff.

Essential Functions:

- Supervise and participate in a variety of professional and sub-professional engineering work, including the preparation of plans and project specifications; direct and/or coordinate project inspections; may 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 rights-of-way.
- Oversee the City's Capital Improvement Program, including all aspects of engineering, construction, inspection and financing; monitor related expenditures; and ensure projects are completed as scheduled.
- Prepare and evaluate requests for proposals relating to projects requiring contract engineering work; direct the preparation of project cost estimates for competitive bidding purposes; review plans of consulting/engineering firms performing work for the City and evaluate their performance; perform construction contract modifications and negotiate contract changes.
- 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.
- 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.
- Attend Design Review Committee, Planning Commission, and City Council meetings as required.
- Meet with developers to define project objectives and prescribe standards; review projects and make recommendations.
- Compile and analyze statistical data and prepare technical reports relating to public works projects and programs.
- Prepare the annual budget and work program related to assigned activities; monitor expenditures.
- Coordinate engineering activities with other department staff, City personnel, and agencies; attend and make presentations to City committees and commissions.

Civil Engineering Manager

- Supervise engineering and/or inspection division staff; participate in the screening and selection of section staff; train and evaluate employees; initiate and carry out appropriate disciplinary actions.
- 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. (required).
- Bachelor's degree in civil engineering or a related field (required).

Experience:

- Five years of increasingly responsible, diversified experience, including or supplemented by experience in supervision.

Extensive knowledge of:

- Engineering principles, methods, and practices as applied to public works, including planning and development, and design and construction.

Thorough knowledge of:

- Techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects.
- Related laws, ordinances, rules and regulations.

Considerable knowledge of:

- Cost accounting.
- Budgetary, work planning, and time/material cost estimation techniques.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.

Knowledge of:

- California Subdivision Map Act.
- Principles and techniques of supervision and training.

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.
- 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.

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 (required).
- 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: 10/13/06

Replacing Civil Engineering Manager classification specification dated 2/27/03.

\\Ch0crfs01\hr\Job Descriptions\Current Versions\Public Works\Civil Engineering Manager 10132006.doc