



City of Laguna Niguel Job Description

ENGINEERING SERVICES MANAGER

Executive and Management Group

FLSA: Exempt

DEFINITION

Under administrative direction, plan, manage and oversee the activities and operations of the Public Works Department including public right of way maintenance, capital improvements, transportation and engineering; environmental services; coordinate assigned activities with other City departments and outside agencies; provide professional and technical assistance to the Public Works Director; prepare and review engineering plans and specifications; act as a project manager on assigned projects; perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Public Works Director. Acts as Public Works Director in his/her absence.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assume full management and technical responsibility for all services and activity within the Public Works Department including public right of way planning, engineering, design, inspection, contract administration, environmental services, and traffic engineering.
- ◆ Manage the daily activities of City development review and processing, traffic management, infrastructure design, construction management, and technical studies, including streets and CIP.
- ◆ Ensure compliance with all pertinent federal, State and local codes, laws and regulations.
- ◆ Manage the development of public infrastructure master plans; ensure plans are workable and justifiable.
- ◆ Determine the scope of engineering projects; review plans from developers and private contractors; make technical engineering decisions; establish technical criteria and standards.
- ◆ Administer maintenance service contracts and capital project contracts.
- ◆ Prepare reports, make presentations and participate in meetings with the City Council, Traffic Commission, Planning Commission, City staff, public officials, professional organizations, contractors, and outside agencies regarding engineering and public works matters.
- ◆ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering and public works administration.
- ◆ Identify and obtain grant funding for projects and studies.

- ◆ Assist in the development and implementation of the Department's budget, goals, objectives, policies and priorities; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- ◆ Plan, manage and coordinate through subordinate staff, the Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- ◆ Select, train, motivate and evaluate Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; and respond to staff questions and concerns.
- ◆ Participate in all Public Works emergencies regardless of the time of occurrence.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Operational characteristics, services and activities of a comprehensive public works program.
- ◆ Civil engineering principles and practices and their application to municipal public works, planning, design, programming and construction.
- ◆ Current public works terminology and construction practices including safety, surveying, inspection and engineering methods and materials as applicable.
- ◆ Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- ◆ Advanced principles and practices of municipal budget preparation and administration.
- ◆ Principles of personnel management including supervision, training and performance evaluation.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations such as CEQA, NPDES, Streets and Highways Code, and laws and regulations governing land development and public projects.
- ◆ Public works contract administration, including the process of contract preparation, contractor selection, administration of contract work, change order, disputes, claims, equal employment opportunity and closing of contracts.
- ◆ Modern office methods, procedures, and computer equipment.
- ◆ General principles of risk management related to engineering and public works.
- ◆ Safe work and driving principles and practices.

Ability to:

- ◆ Provide administrative and professional leadership and direction for the Public Works Department.
- ◆ Assist in developing, implementing and administering goals, objectives and procedures for providing effective and efficient public works services.
- ◆ Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- ◆ Provide courteous and responsive communication with the public.
- ◆ Resolve complicated situations requiring diplomacy and tact.
- ◆ Evaluate operations and problems; recommend and implement efficiency and productivity improvements.

- ◆ Plan, organize, manage and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Interpret, apply and ensure compliance with federal, State and local policies, procedures, laws and regulations.
- ◆ Effectively utilize software programs, including Microsoft Office, databases, email and a variety of computer communications, GIS and design programs and software.
- ◆ Work nights, weekends and holidays if necessary to complete tasks on time, and to attend meetings and functions.
- ◆ Make sound decisions and instill confidence in the public on engineering matters.
- ◆ Operate a motor vehicle safely.

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:

Three years of increasingly responsible public works engineering experience including management and supervisory experience.

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

Licenses:

Registration as a Professional Civil Engineer in the State of California.

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl; talk, hear, and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.