

JOB DESCRIPTION

City of Patterson



Human Resources

DEPUTY DIRECTOR OF ENGINEERING

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under administrative direction from the Director of Engineering, the **Deputy Director of Engineering** assists to plan, organize, direct, supervise and coordinate departmental functions and engineering activities; oversees, evaluates, and participates in professional engineering work in the planning, design, budgeting, construction and maintenance of the City's facilities; responsibilities may include management of transportation, traffic, construction administration and inspection; assist to formulate, plan and implement goals, objectives, policies, procedures, work standards, and schedules; assists with the preparation of operating and capital improvement budgets; supervises and evaluates assigned staff and oversees the work of contract consultants and contractors to ensure contract and regulatory compliance; researches, acquires and administers grant funding from multiple sources ensuring compliance with all applicable regulatory requirements and highly complex reporting requirements; provides professional staff assistance to the Director; and performs related work as required and special projects as assigned.

The Deputy Director of Engineering is a registered professional engineer classification that performs with a broad range of independence within legal, policy, and procedural parameters. Incumbent has full responsibility for the City's Capital Improvement Programs. This position supervises administrative and professional engineering staff. May serve as the Director of Engineering in their absence. This position is distinguished from the next higher level of Director of Engineering, in that the latter has overall management responsibility for all aspects of engineering, and building functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Engineering, Building and Capital Projects/City Engineer.

Exercises supervision over engineering division; and may supervise building staff when assigned or required; oversees the work of contract consultants and contractors to ensure compliance; and exercises full responsibility of assigned functions, including engineering, capital projects, traffic/transportation, and utility planning.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Assists with the planning, organizing, directing, supervision, and coordination of departmental functions; Assists and participates in the development and implementation of departmental goals, objectives, policies, and procedures; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.

Oversees the planning, budgeting, design, construction, and maintenance of the Capital Improvements Program, including storm, sewer and water management, transportation planning and pavement management programs.

Provides technical expertise, and staff assistance to Director of Engineering regarding assigned functions; advise of unusual trends, out-of-compliance, or other issues, recommend an effective course of action.

Determines scope of engineering projects; prepares Request for Proposal (RFP); coordinates the bidding process for assigned projects; oversees and participates in the assembly and preparation of bid documents including drawings, calculations, specifications, plans and support materials; assures bid documents, notifications, awards and related materials are distributed to appropriate contractors, outside agencies, and personnel according to established time lines; evaluates and recommends professional engineering consultants and contracts awards.

Manages Engineering division activities, programs, and projects including consultant contract administration, engineering design, development, survey, construction, and inspections.

Prepares capital improvement and other budgets of assigned work projects; monitors and control of expenditures.

Performs complex engineering design; prepares plans, drawings, specifications, contract documents, and sketches pertinent to capital improvement construction projects.

Leads a design team in the conduct and completion of complex engineering projects; serves as project manager for assigned complex and major engineering projects.

Provides infrastructure master planning analysis and project planning support.

Supervises and assists subordinate supervisors with the planning, design, and construction management of City buildings, equipment and City street, transportation, traffic, electrical, water, wastewater, and drainage systems; establishes long-range plans and goals, including strategic planning for the utility enterprise funds, utility rate setting and monitoring, and issues dealing with environmental regulations.

Researches, applies, acquires, manages, and administers the City's capital improvement project funding, ensuring compliance with regulatory and reporting requirements, revenue allocation and expenditure tracking processes.

Participates in regional transportation planning efforts to address local transportation issues and participates in allocating federal and state funding for local projects.

Participates in recommending the appointment of personnel; provides or coordinates staff training, motivate, and evaluate the performance of assigned staff annually. Establish and monitor employee performance objectives. Works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Prepares Council agenda items related to engineering activities and the capital improvement program; and appears before the City Council for project approvals and presentations as necessary; acts as a liaison, to various inter-governmental agencies committees, boards, commissions, as directed; interacts effectively with City officials, staff, developers, engineers, architects, citizens and other governmental agencies.

Prepares a variety comprehensive, narrative, statistical, and technical reports related to existing and/or proposed engineering projects.

Conducts feasibility studies and planning for the efficient expansion of City infrastructure.

Serves in the absence of the City Engineer, as required.

Performs related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough Knowledge of: Methods, materials, and techniques used in the construction of private and public works projects; professional engineering and project management principles and practices.

Working Knowledge of: Principles of effective supervision, training, management, and construction administration; principles of budget preparation and expenditure control; principles and practices as applied to the field of municipal public works, including planning, development, design, and construction.

Knowledge of: Pertinent Federal, State and local rules, regulations and ordinances; experience interpreting federal, state and local laws, policies, procedures, regulations, maps and funding sources; Federal aid project reimbursement's and invoicing; applicable laws and regulatory codes relevant to assigned area of responsibility; strategic planning, policy implementation, rate setting and environmental regulations for municipal utilities; methods of preparing designs, plans, specifications, estimates, reports and recommendations related to proposed public works projects; procedures, materials, equipment and methods used in all areas of public works activities.

Ability to: Oversee and manage the activities of assigned divisions or programs; Supervise assigned personnel; oversee the planning, development, and implementation of City capital improvement projects; work independently with minimal direction, within legal, policy, and procedural guidelines; effectively represent the Department before the Council, Council Committees, boards, commissions, public agencies and private groups; operate a variety of general and technical software, including GIS, CAD systems, project management software and spreadsheets; prepare and review construction documents, plans and specifications, cost estimates and bid documents; prepare departmental operating and capital improvement budgets and control budget expenditures; perform technical research and prepare reports of findings; review and interpret cost estimates; prepare clear and concise written reports and develop appropriate recommendations; read, speak, write, and comprehend English at a level sufficient to explain complex policies and instructions in plain language and to communicate with consultants, engineers, developers, contractors, elected officials, other departments, agencies, government organizations, and the public; effectively establish and maintain cooperative relationships with those contacted during the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities; normally this would include:

Education: A Bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field. Master's degree in engineering, public or business administration is highly desirable.

Experience: Seven (7) years of responsible civil engineering experience, with a least three (3) years in a supervisory role in capital improvement, project management, and construction administration; including

design, construction inspection, transportation, land development and review.

License or Certificate: Possession of a valid Class C California Driver's License with any special endorsements that may be required by the State of California.

Possession of a professional Civil Engineer registration from the California State Board for Professional Engineers is required.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Physical Requirements: 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: the position requires sitting for extended periods of time, traveling to and from sites, and attending meetings; frequent use of hands and fingers, the use of a keyboard, filing, writing and answering phones; frequent walking, talking or hearing; occasional climbing or balancing; stooping, kneeling, crouching or crawling; and may be expected to lift and/or move up to 25 pounds of work related equipment.

Environmental Conditions: Work is performed in office and field environments which may require walking on uneven ground, occasionally climbing a ladder or stairs, exposure to wind sun, and dust.

FLSA Status: Management, Exempt

Established: November 2023

Approved: December 5, 2023