



Job Code: 0320
FLSA: NE
Unit: MGMT
Revised:

ASSISTANT DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DEFINITION

Under general direction from the Director of Public Works, manages the engineering services division of the Department of Public Works; management responsibilities extend to both office engineering and field inspection functions; provides engineering advice and assistance as appropriate; acts as Director of Public Works in the Director's absence; serves as City Engineer; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Public Works. Exercises direct supervisory responsibility over supervisory engineering personnel and indirect supervision over professional and technical engineering personnel.

TYPICAL DUTIES

1. Exercises responsibility for the proper organization, staffing and operation of the operations services division.
2. Ensures engineering services division operates in compliance with City rules, regulations and policies.
3. Either directly and/or through subordinates assigns work and provides direction to staff, evaluates staff performance, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
4. Oversees the preparation and administration of the division's annual operating budget and capital improvement budget.
5. Oversees the preparation of the capital improvements program that includes identifying projects, recommending priorities, establishing timetables and estimating costs.
6. Exercises responsibility for the undertaking and completion of capital improvements projects.

CITY OF PLEASANTON

Assistant Director of Public Works/City Engineer - Page 2

7. Provides technical advice and assistance to the Director of Public Works, other City departments, the development community, the public, the Planning Commission and City Council.
8. As appropriate, reviews engineering plans and projects to assure proper design and construction.
9. Oversees the preparation of City Council staff reports and engineering conditions for the Planning Commission.
10. Responsible for coordinating of activities with other agencies such as Alameda County, MTC, Caltrans, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of civil engineering with emphasis on street design, utilities engineering, soils engineering and contract administration

Skill to:

1. Demonstrated supervisory/management skills to include setting goals and objectives, priority setting, problem solving, and coordinating work activities.
2. Good written and oral communication skills.
3. General management skills to include planning, organizing, staffing, decision making, coordinating, problem solving and budgeting.
4. Personnel management skills to include employee selection, development, directing, counseling and evaluating.

Experience:

Requires four years significant civil engineering experience preferably for a public agency. Experience to include supervisory responsibilities in the field of engineering; involvement in a wide variety of public works engineering design and maintenance functions highly desirable.

Education:

Bachelor of Science Degree in Civil Engineering or related field is required

License:

1. Registered civil engineer with State of California
 2. Valid California driver's license.
- (jd0320)

