



Job Code: 0348
FLSA: E
Unit: MGMT
Revised:

DEVELOPMENT SERVICES MANAGER

DEFINITION

Under general direction of the Assistant Director of Public Works-City Engineer, manages the review and approval of development projects with respect to engineering issues; provides leadership, management and supervision to a small professional and technical support staff and performs a wide range of complex civil engineering studies and tasks.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Assistant Director of Public Works-City Engineer. Exercises supervision over professional and technical support staff assigned to projects within scope of duties.

TYPICAL DUTIES

1. Leads, manages, trains, develops and evaluates technical and professional personnel;
2. Coordinates, administers and manages the review of private development proposals, projects, maps and calculations of a varying degree of difficulty;
3. Develops engineering conditions of approval, reviews and implements standards for the design and construction of facilities within the public right-of-way including streets, storm drains, sanitary sewers, water transmission lines, roadway structures, traffic safety and control devices, pedestrian bridges and pathways;
4. Prepares requests for qualifications and requests for proposals for consulting work for specialized inspection needs;
5. Negotiates and manages consultant contracts;
6. Conducts independent research on engineering problems requiring considerable knowledge of engineering principles and practices;
7. Prepares recommendations for resolution of engineering problems considering all factors including economic feasibility;
8. Consults and/or negotiates with contractors, builders, architects, engineers, public officials and the general public;

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TYPICAL DUTIES (continued)

9. Manages the administration of Geologic Hazard Abatement Districts;
10. Processes pre-annexation agreements and applications for annexation;
11. Participates in the County-wide Clean Water Program, establishing requirements for new development; and
12. Attends Planning Commission meetings and makes presentations to the public, Commissions and City Council.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering principles and standards associated with surveying, drafting and the design of streets, utilities, traffic and other public works improvements.
2. Requirements of the Subdivision Map Act.

Ability to:

1. Collect and maintain data, schedules and records;
2. Prepare clear and concise correspondence;
3. Prepare reports and present complex projects and issues to City officials and the public;
4. Develop and implement public information programs for a variety of projects;
5. Coordinate work with other public works divisions, city departments, outside agencies, developers and developer's consultants;
6. Supervise subordinates; and
7. Perform other civil engineering tasks as assigned.

Experience:

Five years of professional civil engineering experience at a supervisory or management level.