

## **JOB DESCRIPTION**

City of Patterson



Human Resources

## **DIRECTOR OF ENGINEERING & BUILDING SERVICES**

### **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, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Engineering & Building Services Department. Plans and directs areas of engineering and capital project construction; coordinates activities with other departments, outside agencies and provides support to the City's management team; represents the City on regional issues and coordinates with other communities and outside agencies.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Manager.

Exercises direct supervision over the Capital Projects Manager, the Chief Building Official and other assigned staff.

### **ESSENTIAL DUTIES**

Essential and other important responsibilities may include, but are not limited to, the following:

Analyzes the Department's needs and policies, developing program and policy changes, and ensuring compliance with regulations and reporting requirements.

Maintains responsibility for the design, survey, construction, and construction inspection of all street, storm drains, water and capital improvement projects.

Coordinates capital improvement projects with consultants, private contractors and affected City departments.

Directs and reviews all engineering activities including design, surveying and inspection.

Supervises and participates in the development and administration of the Engineering & Building Services Department budget; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

Reviews and evaluates propriety engineering plans, specifications, engineering reports, cost estimates, contract documents, and proposed ordinances submitted by City staff and consulting engineers.

Formulates long-range plans for the community's infrastructure in conjunction with other management personnel.

Review and coordinate parcel maps, lot line adjustments and improvement plan submittals.

Serve as City Disadvantaged Business Enterprise Liaison Officer (DBELO).

Coordinate contracts and efforts among City engineering consultants.

Review easement and right-of-way dedications.

Directs the installation of public improvements in subdivisions and other developments and provides supervision of subdivision and development reviews to insure compliance with the Subdivision Map Act, and the Professional Engineers and Land Surveyor's Act.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Objectives, principles, procedures, standards, practices, trends and innovations in the areas of civil engineering and public administration.

Experience interpreting Federal, State and local laws, policies, procedures, regulations, maps and funding sources

Federal aid project reimbursements and invoicing.

Principles and practices of supervision, training, and personnel management.

California Building Codes and the Americans with Disabilities Act.

Selecting, overseeing, and evaluating adequacy of consulting engineering services; preparing requests for proposal; coordinating contract activities and providing technical advice and interpretation as required.

Making presentations before various groups, including City Council, Commissions and professional and public meetings, as needed.

Entrepreneurial methods and techniques used in the public sector.

Principles and techniques of budget development and administration.

Safe work practices and related regulations.

Principles of public speaking, conflict resolution and excellent customer service.

**Ability to:**

Work independently and/or with a team.

Design and manage engineering projects

Provide excellent customer service.

Select, train, and evaluate personnel. Establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination actions.

Coordinate engineering activities with other City departments and with outside agencies.

Communicate clearly and concisely, both orally and in writing.

**Education:** Bachelor's Degree from an accredited college or university in Civil Engineering or a closely related field is required. Master's degree and/or professional accreditations are highly desirable.

**EXPERIENCE AND CERTIFICATION(S)**

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:

**Experience:** Five (5) years of related civil engineering experience with a public agency. At least two of the five years must have been at a supervisory or management level.

**License or Certificate:**

Valid California Certificate of Registration as a Professional Engineer in Civil Engineering required.

Possession of a valid California driver's license is required.

**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.

## PHYSICAL REQUIREMENTS

**Environmental Conditions:** Office and field environment; travel from site to site.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles and using a personal computer.