TOWN OF PORTOLA VALLEY
TOWN ENGINEER

*Classification 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.*

## DEFINITION

To plan, organize, direct and review the activities of the Public Works Department including project engineering and inspections, capital improvements, building and safety, site development, encroachment and building permits, drainage control, and street maintenance; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager.

## SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager or designee.

Exercises direct supervision over professional, technical and maintenance personnel.

## EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Town Manager, Executive Team, Town Council, and committees; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Public Works Department budget; assist with the forecast of additional funds needed for staffing, equipment, materials and supplies.
Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Maintain public rights-of-way including, but not limited to, inspection and oversight of maintenance of roads, culverts, drainage systems, signage and creeks.

Prepare and/or review professional civil engineering designs for required projects utilizing a variety of computer software programs; perform detailed calculations and computations; prepare and/or review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.

Prepare requests for proposals, conduct bid process and oversee construction on major plans and specifications for street improvements and drainage projects.

Provide assistance and advice to the public, contractors, developers and architects on engineering matters both orally and in writing.

Maintain regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies and the general public regarding engineering activities and services.

Serve as Town Engineer; act as engineering representative from Town to other departments, elected officials and outside agencies; attend meetings as required; coordinate assigned activities with those of other departments and outside agencies and organizations.

Administer, interpret, and enforce applicable Municipal Code, State and Federal laws and regulations.

Review building plans for drainage and grading subdivision maps for street design, drainage and grading and National Pollution Discharge Elimination System compliance, and encroachment permits, land division maps, variances or use permits, as needed.

Order traffic studies and maintain street sign programs, as needed.

Administer National Pollution Discharge Elimination System program.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance, engineering and capital improvement project administration.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Manage Town's Geographic Information System.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

## EXAMPLES OF MARGINAL DUTIES

Maintain engineering library and infrastructure records.

Assist in the preparation of public works master plans for drainage and street system maps.

Respond to emergency situations as required.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of engineering project management.

Principles and practices of civil engineering design and construction.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Operations, services and activities of a municipal public works engineering program.

Terminology, methods, practices and techniques used in technical civil engineering report preparation.

Advanced mathematics principles.

Recent development, current literature and sources of information regarding civil engineering.

Pertinent Federal, State and local laws, codes regulations and legislation including, but not limited to public works contract and bidding regulations.

Principles and practices of conflict resolution.

Advanced modern office methods, practices, procedures and equipment, including computers and supporting graphic presentation, mapping and database management programs.

Ability to:

Plan, direct and control the administration and operations of the Public Works department.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Town and department policies, procedures, rules and regulations.

Interpret and apply laws, ordinances and regulations.

Work independently in the absence of supervision.

Coordinate the maintenance and repair of the Town's public rights-of-way including pavement and curb, drainage, painting and signs, sewer and flood control systems.

Perform fieldwork including inspections.

Prepare clear and concise reports.

Manage complex engineering projects.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible civil engineering experience including one to two years of supervisory and project management responsibility.

Training:

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering or a related field.

License or Certificate

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

Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

WORKING CONDITIONS:

Environment Conditions:

Office and field environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight of 25 pounds or less; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis.