

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**CITY ENGINEER**

**DEFINITION**

Under general direction of the Director of Public Works, plans, directs and supervises all functions of the Engineering Division and coordinates its activities with other divisions of Public Works and other City departments; performs varied, difficult and complex professional civil engineering work and related work as required.

**EXAMPLES OF DUTIES**

Plans, organizes, directs, and supervises the work of the Engineering staff in the preparation of designs, plans, specifications, estimates, and the inspection of a variety of engineering projects, including streets, sidewalks, water distribution, traffic control systems, sewer systems, drainage, buildings, parks and grounds; reviews development and subdivision plans and specifications; updates the City's Standard Specifications periodically; supervises the writing of descriptions for easements and land acquisitions; makes difficult technical decisions; promotes excellence, customer service and efficiency; prepares technical reports and communicates effectively in writing and verbally; makes effective presentations at public and group meetings; trains Engineering personnel to perform work according to recognized standards; prepares the budget for the Engineering Division; and applies modern methods and procedures to administrative and management functions including the use of automated or computerized engineering tools and information systems.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Engineering principles and practices applicable to municipal public works, including the design, construction, and maintenance requirements of public works projects; use of construction materials; provisions of the Public Contract Code, Subdivision Map Act, construction safety regulations and other State and Federal regulations related to public works; the use of computers and automated devices for managing information and other engineering applications.

**Ability to:** Supervise, manage and perform difficult and complex professional engineering assignments; plan, layout, coordinate, and control through subordinates the work of engineering design, review and inspection; comprehend and prepare complex technical reports; establish cooperative and effective working relationships with subordinates, employees, City officials, the general public, and other agencies; develop

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and manage the Engineering Division budget and Capital Improvement budget in assigned areas; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Graduation from a college or university with a Bachelor's Degree in Civil Engineering, including coursework applicable to Public Works and general administration.

**Experience:** Six years of increasingly responsible professional civil engineering experience, at least three years of which shall have been served in a supervisory capacity.

**License:** Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers, or the ability to attain a Certificate of Registration as a Civil Engineer within six months of appointment. Possession of a valid Class C California Driver's License.

R: 02/2007