

**CITY OF GLENDORA**  
**ASSISTANT PUBLIC WORKS DIRECTOR/CITY ENGINEER**

*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.*

**DEFINITION**

Under general direction, assists in planning, organizing, and directing the operations of the Public Works Department, including its engineering and public works maintenance and operations functions; performs the most difficult and complex professional engineering work; performs related duties as required.

**CLASS CHARACTERISTICS**

This is a single class position reporting to the Public Works Director and acts in his/her absence; supervises professional and sub-professional staff; and is primarily responsible for planning, managing, and directing assigned functions and services of the work of the Public Works Department including engineering and public works maintenance and operations functions.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Develops and implements goals, objectives, policies and procedures related to the engineering function of the Public Works Department; oversees assigned operations; maintains appropriate records and files and coordinates work flow. (a c d g h j n q t)
2. Plans, directs, and organizes the work of the engineering staff in the areas of land development, capital projects, traffic, sewer and special projects such as water systems and water quality management; coordinates, oversees and manages both in-house and consultant-generated design of capital projects including plans, specifications, and estimates; supervises the development of capital projects and tracks project schedules. (a b d f g h i j k m)
3. Oversees and consults in the design, preparation, and review of construction plans, site investigations, cost estimates, specifications, and reports for the construction and/or improvement of public facilities; may review and approve parcel or tract maps. Approves and signs improvement, subdivision and grading plans. (a b d f g h i j k m)
4. Supervises and manages the preparation of requests for professional services; interviews prospective consultants; provides technical and procedural information; reviews plans and specifications; maintains currency with regulations, litigation, and legislation concerning public works activities. (a b c d f g h i j k m p)

5. Meets with developers and contractors to facilitate projects and resolve issues; coordinates projects with other City departments and outside agencies; represents the Department at assigned commission and committee meetings. (a b c d f g h i j k m)
6. Administers and coordinates NPDES requirements for the City. (a b c d e g h j k m)
7. Evaluates work methods, operations, and opportunities for automation; assists in evaluating, selecting, installing, and maintaining computerized management information software programs for reports and decision support purposes. (a b d g h j k o)
8. Receives and investigates citizen complaints and requests; determines and ensures appropriate disposition; monitors work completed in response to concerns forwarded by City Manager or City Council; investigates and reports on matters related to claims made against the City. (a c d f g j k)
9. Selects employees; plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g h j k n)
10. Initiates and participates in the preparation of departmental budget; monitors expenditures and makes recommendations on staffing and equipment. (a b d g h j k l n o p)
11. Acts as a member of the Traffic Safety Committee.

#### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports, prepare plans and specifications.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Assist in planning, directing, and coordinating assigned Public Works Department services and operations including engineering and public works maintenance and operations.
- e. Select, train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Administer contracts and ensure compliance with contract provisions.

- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Assist in developing comprehensive plans to meet future City needs/services.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Assist in planning and enforcing a balanced budget.
- o. Develop new policies impacting department operations/procedures.
- p. Interpret financial statements and cost accounting reports.
- q. Establish and maintain effective public relations.
- r. Read and interpret engineering construction drawings and specifications.
- s. Respond to emergency and problem situations in an efficient and effective manner.
- t. Analyze, interpret and check complex plans, specifications, calculations, laws and regulations.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in civil engineering or related field of study; and considerable progressive responsible supervisory and administrative public works engineering experience. Supplemental education in water treatment/distribution, fleet management, and public administration, and registration as a California Land Surveyor, is desirable.

### Knowledge and Skill Levels

Extensive knowledge of administration principles, methods, and practices as applied in the planning, design, construction and maintenance of municipal public works; laws and regulations governing the design and construction of streets, capital projects, and other public works; principles of supervision and office management. Considerable knowledge of the methods employed in the preparation of contracts, agreements, plans, specifications, procedures, and forms associated with public works projects and laws and processes relevant to assessment districts. Working knowledge of City government and issues of concern to developers, property owners, contractors, private engineers, and

others when dealing with the City; varied and alternative financing mechanisms for public works projects, including municipal finance principles and special assessment districts. General skill in the operation of computers.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Registration as a professional Civil Engineer by the State of California.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting with occasional travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.