

**CITY OF GLENDALE**

<b>TITLE:</b> Assistant City Engineer	<b>CLASS CODE:</b> 797
<b>REPORTS TO:</b> City Engineer	<b>GRADE:</b> 35
<b>DEPARTMENT:</b> Engineering	<b>FLSA:</b> E
<b>JOB SPECIFICATION DATE:</b> July 1, 2005 bwg	

**JOB SUMMARY:**

Plans, organizes and manages the activities and staff within the Engineering Department.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs, supervises, and evaluates the activities and staff of divisions within the Engineering Department.
2. Supervises and monitors the work of subordinate staff.
3. Implements and monitors department policies, procedures; monitors conformance to engineering and construction standards and City specifications.
4. Plans, coordinates and schedules public works projects.
5. Prepares and issues requests for proposals; negotiates and administers contracts; supervises, resolves conflicts or disputes with consultants and contractors.
6. Develops projections of future department needs and budget recommendations; develops and monitors the operating and capital improvement budgets for department.
7. Monitors subordinate's work conformance to engineering and construction standards and City specifications.
8. Negotiates and monitors professional service agreements and contracts; resolves related conflicts or disputes.
9. Reviews, signs, and seals public works plans and specifications as required by State statute.
10. Performs legal claims analysis on engineering projects.
11. Coordinates interagency engineering projects.
10. Prepares and presents reports to City Management and Council.
11. Resolves conflicts and negotiates settlements with citizens and other agencies.

**SECONDARY FUNCTIONS:**

12. Acts in the absence of the City Engineer.
13. Represents the City at technical and community meetings.
14. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Theory, principles and practices of professional civil engineering.  
Methods of promoting leadership, teamwork and continuous improvement methods.  
City and State laws, ordinances, and regulations governing municipal engineering.  
Principles and practices of public administration and department management.  
Contract law, consultant agreements, bond and insurance requirements and/or government funding and operational taxation.  
Methods, techniques and materials used in the construction of public works projects.

### **Ability to:**

Negotiate and make decisions regarding project priorities, costs, and alternatives.  
Operate a computer with related engineering applications.  
Develop and monitor a division budget.  
Direct and manage the activities and staff of divisions of the engineering department.  
Perform research, analyze findings, prepare and present recommendations to City management.  
Effectively communicate both orally and in writing.  
Establish and maintain effective working relationships with City employees and the public.

## **WORKING CONDITIONS:**

Office setting.

## **MINIMUM QUALIFICATIONS:**

Requires a four-year Bachelor's Degree in Civil Engineering or a related field with ten years of engineering experience including four years of management experience.  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Requires registration with the State of Arizona as a Professional Civil Engineer.  
Requires a valid Arizona driver's license.