

CITY OF GLENDALE

TITLE:	City Engineer	CLASS CODE:	799
REPORTS TO:	Deputy City Manager, Community Development	GRADE:	54
DEPARTMENT:	Engineering	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes and directs the activities and staff of the Engineering Department. Provides engineering counsel and assistance to City Management, City Council, and department heads.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and evaluates the activities and staff of the Engineering Department.
2. Gives technical engineering and architectural advice to City Management, City Council and various department heads.
3. Develops and implements department policies, procedures and standards.
4. Negotiates engineering and architectural contracts and makes final recommendation to City Management and the City Council.
5. Develops and monitors the operating and capital improvement budgets for department.
6. Develops recommendations for City ordinance and City code changes.
7. Directs the coordination of engineering department responsibilities on various interdepartmental projects.
8. Initiates engineering and architectural studies and develops long and short-term plans, objectives and goals.
9. Directs research, analyzes trends, and makes recommendations to City Council and City management on engineering projects, programs, staffing and priorities.
10. Resolves complex or sensitive citizen complaints.
11. Makes presentations to public and professional groups on public works improvement and engineering issues.

SECONDARY FUNCTIONS:

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Theory, principles and practices of professional civil engineering.
City and State laws, ordinances, and regulations governing municipal engineering.
Principles and practices of public administration and department management.

Ability to:

Develop and monitor a complex budget.
Direct and manage the activities and staff of a City 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:

Bachelor's degree in Civil Engineering or a related field with five years of administrative engineering experience including five years of planning and directing complex engineering projects at the management level. Master's Degree is preferred.

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 within one (1) year of employment.

Requires a valid Arizona driver's license.