

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSISTANT CITY ENGINEER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Community Development
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council : 6-1-09
Resolution No.: 2009-58

*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 supervision of the City Engineer, this mid-management position is responsible for assisting in carrying out all functions and responsibilities of the Engineering Division, which includes responsible professional and administrative engineering; assist in the planning, organizing, and directing the activities of the Engineering Department; performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in the planning, organizing and supervising the engineering functions of research, design and construction inspection of public works projects;
- Supervises and review plans, estimates, and contract documents for major projects of public works, participates in and reviews the design of streets, traffic signals, street lights, sewers, storm drains, and water facilities;
- Supervises the maintenance of record maps, field notes, and engineering memoranda;
- Assists in the departments budget process;
- Assists in the formulation of long-range programs of public improvement;
- Confers with other agencies relative to engineering problems and projects;
- Directs the research and preparation of reports;
- May supervise clerical and technical personnel;
- Prepares specifications and contracts;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Considerable knowledge of the investigation, design, and construction of public works projects;
- Principles, and practices of civil engineering and the principles and practices of administrative management;
- Considerable knowledge of contract administration with regards to engineering consultants;

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Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Supervise the work of technical and clerical personnel in a manner conducive to full performance and high morale;
- Direct the preparation and maintenance of records and to make concise technical reports;
- Establish and maintain effective working relationships with employees, city officials, officials of other governmental agencies, contractors, and the public;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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Education/Training:

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in Civil Engineering and possession of an Engineer In Training Certification issued by the California State License Board for Civil and Professional Engineers

Experience:

Four (4) years of professional and responsible civil engineering/public works experience. Registration as a professional Civil Engineer in the State of California is highly desirable.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.