

ENGINEERING SERVICES MANAGER

DEFINITION

Under general direction of the Public Works Director, plans, organizes, manages, and directs the programs, personnel, and operations of the Engineering Division within the Public Works Department while serving as the City's designated City Engineer. The incumbent is responsible for administration of the City's Capital Improvement Program (CIP), development engineering, engineering design and review, construction management, transportation engineering, traffic engineering, stormwater infrastructure, infrastructure asset management, permitting, contract administration, and engineering support for City operations.

Provides highly responsible professional engineering advice and recommendations to the Public Works Director, City Manager, City Council, Planning Commission, and other City departments; oversees consultants, contractors, and engineering staff; serves as the City's designated City Engineer; and participates as a member of the Public Works Department management team in developing departmental goals, policies, budgets, and strategic initiatives.

DISTINGUISHING CHARACTERISTICS

The Engineering Services Manager is a division manager classification responsible for planning, organizing, directing, and evaluating the activities of the Engineering Division. As a member of the Public Works Department management team, the incumbent participates in department-wide planning, policy development, budget preparation, and organizational initiatives while exercising independent judgment in the administration of engineering programs and projects.

This classification differs from Senior Civil Engineer by assuming full management responsibility for the Engineering Division, including supervision of professional, technical, and administrative staff; administration of division operating and capital budgets; policy implementation; consultant and contract management; and serving as the City's designated City Engineer. This classification differs from the Public Works Director in that the latter has overall executive responsibility for all Public Works divisions and departmental operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

Exercises direct and indirect supervision over supervisory, professional, technical, administrative, and contract personnel assigned to the Engineering Division.

May serve as Acting Public Works Director when assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

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Plan, organize, direct, manage, and evaluate the programs, personnel, and operations of the Engineering Division.

Serve as a member of the Public Works Department management team by participating in strategic planning, policy development, budget preparation, organizational initiatives, and operational coordination to advance departmental goals and priorities.

Collaborate with the Environmental Programs Manager, Maintenance & Operations Superintendent, Public Works staff, and other City departments to coordinate services, support cross-functional initiatives, and promote efficient and effective service delivery.

Advise the Public Works Director on engineering, infrastructure, regulatory, development, and capital improvement matters affecting City operations, priorities, and policy.

Recommend engineering policies, standards, design criteria, and administrative procedures to improve departmental effectiveness, efficiency, and customer service.

Serve as the City's designated City Engineer and perform statutory duties in accordance with applicable California laws.

Develop and implement division goals, objectives, policies, procedures, work plans, and performance measures consistent with departmental and City priorities.

Direct the planning, design, funding, delivery, construction, and closeout of the City's Capital Improvement Program (CIP).

Establish project priorities based on infrastructure needs, regulatory requirements, available funding, and community priorities.

Manage engineering services related to capital projects, development review, transportation, traffic, stormwater, and public infrastructure.

Review and approve engineering plans, specifications, reports, maps, permits, and related technical documents for public and private development projects.

Administer municipal engineering standards, subdivision regulations, development requirements, and applicable codes, laws, and regulations.

Oversee consultant selection, negotiate and administer professional services and construction contracts, and evaluate contractor and consultant performance.

Provide engineering oversight and direction for construction management and inspection activities related to public infrastructure projects, ensuring compliance with approved plans, specifications, contract requirements, schedules, budgets, and quality standards.

Prepare, administer, and monitor division operating and capital budgets; develop cost estimates, financial forecasts, and capital improvement plans.

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Identify, secure, administer, and monitor grants and other external funding sources.

Select, supervise, mentor, train, and evaluate professional, technical, and administrative staff; establish performance expectations and foster a collaborative, accountable, customer-focused work environment.

Coordinate engineering activities with City departments, public agencies, utility providers, developers, consultants, contractors, and regulatory agencies.

Advise the Public Works Director, City Manager, City Council, Planning Commission, and other stakeholders on engineering, infrastructure, development, and public works matters.

Prepare and present agenda reports, technical studies, staff recommendations, and public presentations.

Oversee infrastructure asset management activities and recommend long-range maintenance, rehabilitation, and replacement strategies.

Ensure compliance with applicable federal, state, regional, and local laws, permits, regulations, and engineering standards.

Participate in emergency preparedness and response activities and provide engineering support during emergency operations.

Serve as Acting Public Works Director as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal engineering administration.

Public works operations and infrastructure management.

Capital improvement program planning and delivery.

Engineering design principles and construction management.

Land development engineering and subdivision regulations

California Streets and Highways Code, Government Code, Subdivision Map Act, Public Contract Code, and related statutes.

Federal, State, and local environmental regulations.

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Budget development and financial management.

Public contracting and procurement.

Grant administration.

Personnel supervision, labor relations, coaching, and performance management.

Risk management principles.

Infrastructure asset management systems.

Modern project management principles.

Public presentation and communication techniques.

Ability to:

Plan, organize, direct, and evaluate Engineering Division operations.

Serve effectively as the City's designated City Engineer.

Manage complex engineering programs and multiple concurrent capital projects.

Develop engineering policies and operational procedures.

Interpret and administer engineering laws, regulations, standards, and codes.

Supervise, motivate, coach, and evaluate professional staff.

Prepare and administer operating and capital budgets.

Negotiate contracts and consultant agreements.

Build collaborative relationships with elected officials, developers, consultants, regulatory agencies, and community members.

Analyze complex engineering problems and develop practical solutions.

Communicate effectively orally and in writing.

Prepare clear technical reports and presentations.

Exercise sound independent judgment.

Effectively represent the City in public meetings and negotiations.

Promote diversity, equity, inclusion, integrity, accountability, and excellent customer service.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years of progressively responsible professional civil engineering experience, including at least two (2) years in a supervisory or management capacity overseeing municipal engineering, capital improvement programs, public works engineering, development engineering, or closely related functions.

Training:

Bachelor's degree from an accredited college or university with major coursework in Civil Engineering or a closely related engineering discipline. A Master's degree in Civil Engineering, Public Administration, Business Administration, or related field is desirable.

License and Certificate

- Possession of, or ability to obtain, a valid California driver's license.
- Registration as a Professional Civil Engineer in the State of California, maintained throughout employment.
- Possession of, or ability to obtain, designation as the City's appointed City Engineer.

Desirable certifications include:

- Certified Construction Manager (CCM)
- Project Management Professional (PMP)
- Envision Sustainability Professional (ENV SP)
- Qualified SWPPP Developer/Practitioner or related stormwater certifications

ESTABLISHED: August 3, 2026; RES 2026-###

REVISED: N/A

FLSA: EXEMPT