



ENGINEERING SERVICES ADMINISTRATOR

DEFINITION

Under general direction, organizes, supervises, coordinates, directs and participates in developing designs, drafts, surveys; administers and inspects public works improvements; inspects and administers public works constructions projects; provides responsible and complex professional support to the City Engineer, Assistant City Manager and City Manager.

SUPERVISION EXERCISED

The Engineering Services Administrator supervises subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Administer contracts, including development of bid proposals, engineer estimates and specifications, process payments, maintain project accounting and develop reimbursement documentation.

Ensure compliance with Federal, State and local laws, ordinances, policies and procedures.

Participate in the development of department goals and objectives, policies and priorities for the City's engineering and capital improvement programs; recommend and implement changes in policies and programs.

Coordinate and inspect projects with utility providers, developers and consultants ensuring expeditious processing in accordance with Federal, State and local laws, standards and requirements.

Serve as liaison for county-wide traffic accident and associated programs.

Conduct speed surveys; analyze traffic related issues such as bus routes, traffic lows, marking and striping, signage and initiate, implement and maintain traffic accident data.

Initiate, implement, program, develop and maintain Geographic Information System (GIS) system; design applications for GIS and provide analysis and map production based on same.



Survey construction sites, right of way, cross sections and topographics; review tract and parcel maps for proper closures.

Develop Computer Aided Drafting and Design (CADD) standards for layers, line type, pen style, methods, symbols and general notes; provide software updates.

Develop and maintain plans and records files; design, implement and maintain transportation database, engineering information and field data collection systems.

Initiate, implement and maintain management programs including pavement, concrete and tree management systems.

Prepare and monitor budget.

Train, supervise and evaluate subordinate personnel.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Surveying equipment, methods, techniques, principles and concepts

GIS principles and concepts.

Engineering, traffic, public works construction and inspection principles and concepts.

Permit filing and approval procedures.

Computer Aided Drafting and Design (CADD.)

Principles of budget preparation and monitoring.

Principles of training, supervising and evaluating subordinate personnel.

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Ability and Skill to:



Prepare maps, drawings, plans and layouts from notes, sketches, property deed and legal descriptions.

Coordinate and monitor work of multiple contractors, utility companies and consultants.

Read and interpret plans, specifications, tract maps, parcel maps, surveys, property deeds and legal descriptions.

Prepare reports and maintain engineering and construction records.

Compile and maintain project files and logs.

Plan and organize work to meet schedules and timelines.

Prepare and monitor budget.

Train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BS in engineering or construction technology and five (5) years experience in technical engineering support. MA/MS desirable.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record. EIT within one year of appointment.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and heavy equipment used in maintenance operations



Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

Ability to lift up to 25 pounds

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

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