

JOB DESCRIPTION

DEFINITION

Under direction of the Public Works Director/City Engineer, this position provides high-level engineering services for the City of Mill Valley and provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works. Exercises direct supervision over the Associate Engineers and Engineering Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include but are not limited to the following:

- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related federal, state and City standards and policies.
- Performs the contract administration activities which include, but are not limited to plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.
- Provides specific development information to developers, contractors, bidders, and members of the public.

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- Coordinates the review of development plans and permit applications, and studies and designs for public work projects, surveying assignments, drafting, the preparation of various legal documents, and the collection of fees.
- Responds to general information requests from public and governmental agencies on all facets of the Cityøs engineering activities.
- Attend meetings as the Cityøs and the Departmentøs representative.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the City Council and other agencies as required.
- Process requests for lot line adjustments; certificates of Compliance and land vacations.
- Formulates sewer rate designs and recommendations; monitors industry trends and provides suggestions on alternative sewer design scenarios; addresses difficult and complex elements of rate analysis; reviews reports and documentation; makes public presentations on rate recommendations and proposals.
- Manages engineering activities and capital projects for all City departments and agencies.
- Reviews, approves and interprets technical reports, engineering drawings, plans and specifications and legal descriptions and other legal documents.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Presents information and respond to questions from supervisors, other agency staff and the community.
- Monitors the operating and Capital Improvement Program budget.
- Provides administrative support to the Public Works Director.

MINIMUM QUALIFICATIONS

Knowledge of:

- The ordinances, rules, and regulations governing the treatment, control, and discharge of sanitary wastewater;
- Principles and practices of civil engineering, construction management and administration.
- Design, construction and operation of public works facilities.
- Methods of preparing designs, plans, specifications, estimates, reports & recommendations.
- Streets, storm drains, buildings, parks, and other public works projects.
- The operations and maintenance of building, parks facilities, public works facilities and fleet services.
- Laws and codes related to civil engineering, building construction and ADA compliance.
- Current engineering technology and related engineering software.
- ArcView Geographic Information System software.

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• Best practices of personnel management.

Ability to:

- Supervise consultants and personnel.
- Conduct public relations.
- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams, and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
- Negotiate contracts.
- Mentor, lead, inspire.

EXPERIENCE AND TRAINING:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- Bachelorøs degree in Civil Engineering and six years of increasingly responsible experience in operation and maintenance of public works, and sewage treatment facilities, including at least two years in a supervisory capacity, preferably as a section manager or above.
- Registration as a Civil Engineer in the State of California.

License or certificate required:

• Possession of a valid California Class C driverøs license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift

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and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

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