**CITY OF OCEANSIDE** 

REVISED: JANUARY 2006 CLASS CODE: 2509ME

UNIT: SUPERVISORY/ADMIN

(EXEMPT)

#### **CLASS SPECIFICATION**

### **ENGINEERING SERVICES MANAGER**

## **DEFINITION**

Under general supervision, to perform professional administration and supervision of considerable difficulty in the planning, organization and direction of major engineering programs; direct and supervise professionals in engineering project management and inspection and to supervise those subordinate personnel performing the engineering administration services.

### \*EXAMPLES OF DUTIES

Coordinates public works projects by providing administrative direction and supervision to those engaged in the Capital Improvement Program as Project Manager; oversees the work of Public Works Inspectors by providing supervision and administrative direction while obtaining and coordinating engineering technical assistance as required; coordinates consultant and other contractual services with staff services in accomplishing the objectives involved in special project areas; and coordinates Division activities with other Division Managers in order to assist the City Engineer with the City's five-year Capital Improvement Program and Budget. As Contract Manager, reviews contracts at the department level for compliance with City, State and Federal requirements; and supervises the paraprofessional personnel performing a wide variety of administrative duties relating to land development.

#### **MINIMUM QUALIFICATIONS**

# Knowledge of:

- Advanced principles and practices of public administration, including government contract administration
- The fundamentals of civil engineering, the sources of engineering information, including standard specifications, together with the ability to comprehend material in the field of civil engineering;
- State and local enabling ordinances and improvement proceedings, public works projects, and general knowledge of the provisions of applicable Federal, State and City regulations as they apply to both public works and private subdivisions; and
- Advanced principles of management techniques, including personnel administrative principles and supervisory skills.

## Ability to:

- Plan, organize and direct the work of professional and technical engineering staff;
- Communicate clearly and concisely, orally and in writing; and
- Apply practical knowledge of municipal practices and achieve acceptable solutions to difficult problems.

### License:

Possession of a valid Class C California Driver's License.

## \*\*SUGGESTED EMPLOYMENT STANDARDS

Graduation from an accredited college with specialization in Public Administration or a closely related field. At least six years of experience in the field of public administration, four of which should have included contract administration in the public works field or municipal engineering, and two of which should have been in a responsible supervisory or management capacity.

<sup>\*</sup>EXAMPLES are examples of duties performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

<sup>\*\*</sup>SUGGESTED EMPLOYMENT STANDARDS are a guide for determining the education, training, experience, special skills, and/or licenses which may be required for employment in the class. These are reevaluated each time a recruitment is conducted.