CITY OF OCEANSIDE

JULY 2006
CLASS CODE: 1355UM
UNIT: UNREP/MID-MGMT

CLASS SPECIFICATION

CITY DEVELOPMENT ENGINEER (DIVISION MANAGER)

*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 direction, to manage, supervise and coordinate city's development engineering division, including subdivision inspections, engineering counter and development plan review and approval; to review residential, commercial and industrial development projects for conformance with City, State and Federal requirements; to develop engineering conditions in coordination with the planning department, to manage and supervise the consultants in the review and approval of developments and improvement projects, to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Reviews residential, commercial and industrial development projects for conformance with City, State and Federal requirements; manages, supervises and coordinates the Engineering Division including subdivision inspections and plan review and approval; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; coordinates design work and plan checking for subdivisions submitted by private engineers; writes specifications and prepares cost estimates; ensures project conformance with recognized City, State and Federal standards; represents the Engineering Division at conferences, meetings, hearings and to regulatory agencies; resolves construction disputes between the City and developers, contractors and the public; attends Planning Commission meetings; coordinates projects with Planning Commission; works with various outside agencies in the coordination and completion of projects; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering including design, construction and maintenance requirements of subdivision development.
Advanced engineering mathematics.
Construction materials, methods and practices.
Methods and techniques of conducting engineering inspections.
Principles and practices of engineering project management.
Methods and techniques of engineering plan review and approval.
Principles of supervision and management
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage, supervise and coordinate the work of professional engineering and technical staff.
Perform complex civil engineering duties including review of development plans and projects
Understands and knowledgeable of the California Subdivision Map Act
Review residential, commercial and industrial development projects for conformance with City, State and Federal requirements.
Read and interpret various engineering designs, plans and specifications.
Ensure development project conformance with recognized City, State and Federal standards.
Resolve construction disputes between the City and developers, contractors and the public.
Prepare clear and concise reports, engineering conditions and documents
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING QUALIFICATIONS

Experience:

Six years of increasingly responsible civil engineering experience including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate

Possession of registration as a Professional Engineer in the State of California.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity to read and interpret engineering specifications and drawings.