

CITY OF FONTANA ENGINEERING MANAGER

DEFINITION: Under direction of the City Engineer, plans, organizes and supervises professional and technical operations related to Engineering matters affecting the City. This position also manages and directs the activities, programs and staff of the Engineering Department.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Plan, organize, control, manage, and evaluate the work of the Engineering section with subordinate supervisors and staff, participate in establishing operational plans and initiatives to meet department goals and objectives; implement departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinate and integrate department functions and responsibilities to achieve optimal efficiency and effectiveness, participate in developing and monitoring performance against the annual departmental budget.
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; provide or recommend compensation and other rewards to recognize performance; take disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's policies and procedures and labor contract provisions.
- Provide the day-to-day leadership and work with staff to ensure a high performance, customer service oriented work environment which supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Manage and direct the activities and staff involved in the daily administration of the Engineering Section; develop work programs and establishes program priorities; provide technical leadership and policy guidance and communicates management objectives to City management and staff; review and approve work performed by staff; manage sensitive community issues; manage the development, implementation and operations of programs designed to improve or maintain neighborhood livability; develop new programs to address the City's emerging traffic needs; manage contracts for consultants providing traffic engineering services; coordinates traffic services with other City departments.
- Manage multiple engineering projects including the supervision of professional, technical and consulting staff.
- Ensure compliance with Federal, State and local rules, laws and regulations.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Develop departmental budgetary information for proposed projects; administer, coordinate and monitor budgets for assigned projects.
- Prepare and maintain comprehensive records, prepare project progress reports, technical reports and recommendations.

- Provide direct supervision to professional and technical staff; participate in recommending the appointment of personnel; provide or coordinate staff training; and work with employees to correct deficiencies.
- Communicate clearly and concisely, both orally and in writing, to technical as well as non-technical individuals.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach, turn, kneel, bend, squat; both in the office and field work activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports and other data, using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer. Acute hearing is required when providing telephone and personal service to customers and consultants. The nature of the job requires the incumbent to drive motorized vehicles, exposure to outside temperatures and often work with numerous to constant interruptions; the incumbent is also regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform high detailed work under changing, intensive deadlines, on multiple concurrent tasks; interact with City management, staff, representatives of other public agencies, the public and others encountered in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of Engineering, with particular emphasis on long range planning and capital improvement programs.
- Pertinent Federal, State and local laws, codes and regulations.
- Recent developments, current literature and sources of information regarding Engineering.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Principles and supervision, training and performance evaluation.
- Principles and practices of grant administration.

EXPERIENCE: Five years of increasingly responsible professional Engineering which included two years of lead supervisory and project management responsibility.

TRAINING: Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in Engineering or a closely related field.

LICENSES/CERTIFICATIONS: Possession of a valid Class "C" Drivers License.