



ENGINEERING SPECIALIST

*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.*

SUMMARY DESCRIPTION

Under direction of the City Engineer or assigned staff, coordinates the administration and activities of a variety of local, state, and federal programs related to public infrastructure projects, development review and management, permit issuance and support, grant development, GIS mapping and management, budget management; provides research, analysis, and other analytical support to assigned project or project area; and provides information and assistance to internal and external customers regarding assigned Department programs and services. Position may also be assigned to coordinate and provide assistance in a variety of subject and project areas in support of other city departments.

IDENTIFYING CHARACTERISTICS

Engineering Analyst has the responsibility for the coordination and administrative oversight of a variety of local, state, and federal programs related to public infrastructure projects, development applications, grant applications, and other grant related programs. This is considered a technical position and has responsibility for major functional programmatic sections such as construction management, development services, engineering, and capital improvement projects. Employee is required to utilize significant independent judgement and discretion in developing long and short-range priorities and establishing and monitoring goals and department programs. Positions in this classification will be assigned a variety of diverse duties and/or projects depending on the needs of the City or department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates the administrative and program activities of a variety of local, state, and federal programs related to public infrastructure projects, development review and management, permit issuance and support, grant development, invoicing and progress payments, budget management; provides research, analysis, and other analytical support to assigned project or project area; and provides information and assistance to internal and external customers regarding assigned Department programs and services.
2. Plans, organizes, coordinates and oversees the work of assigned staff and consultants; sets priorities and follows up to ensure schedule compliance and goal attainment; works with other Engineering staff to identify, recommend, and implements goals, objectives, policies and procedures and work standards for the section; remains current on changing business practices and processes for assigned projects and

programs. Oversees program activities to assure compliance with requirements and the appropriate usage of funding. Example duties include tracking and file management for various programs and projects, preparation of invoicing for consultants and construction contracts, receiving and tracking of development review and collection of appropriate fees, application receipt, review, and issuance of standard encroachment permits, permit inspection requests, and communication with staff regarding program and project updates.

3. Preparation, oversight, and implementation of both public and confidential documentation and reports related to department and City programs.
4. Assistance with budget and mid-year budget preparation including tracking and documentation of revenue and expenses, and development of projections.
5. Assistance with Public Records Act requests. This includes preparation and tracking of responses.
6. Public noticing and public meeting support.
7. Serves as liaison between the City Engineer and Engineering staff, elected officials, organizational units, and department management on organization, procedure, operation, and budget matters.
8. Interprets individual and collective program requirements to developers, contractors, business owners, and citizens.
9. Provide City Engineer and staff with support for functions related to state and federal legislative advocacy, and county or regional wide issues including surveys, studies, coordination, and related functions.
10. Coordinates grant activities for assigned area; writes and prepares grants; identifies and researches grant programs; manages grant procurement processes; coordinates with other jurisdictions and federal and state agencies regarding compliance with grant requirements; serves as liaison and responds to a variety of grant related questions.
11. Meets with property owners, business owners and developers on available funding for future projects; assists and serves as resource to other departments regarding funding opportunity in seeking grant funding.
12. Obtains, interprets, and summarizes bids from contractors and negotiates contracts for recommendation of contract award.
13. Responds to a variety of inquiries from other departments and divisions as well as developers, contractors, business owners, and the public in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
14. Prepares a variety of reports for assigned projects or project area.
15. Coordinates assigned activities and functions with other City staff, projects, functions, boards, and committees as well as local, state, and federal agencies, business partners, and the general public; coordinates with, interacts with, shares knowledge, and develops collaborative relationships.
16. Represents area of assignment, participates on, and provides staff support to a variety of committees and boards; responds to and resolves inquiries and complaints.
17. Participates in special projects including planning and implementation of special projects; initiates

- new strategies to improve existing programs and projects.
18. Conducts reviews and oversees the review of construction and rehabilitation plans and specifications for compliance with codes, regulations, and funding requirements.
 19. Performs site inspections for compliance and documentation purposes as necessary.
 20. Estimates staff time, equipment, and materials needed for planned projects; orders necessary supplies and equipment.
 21. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of engineering.
 22. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
 23. Understands the basic use of ArcGIS program; production and management of City maps and exhibits related to planning, zoning, and facilities (training available) to support various functions and uses of City Departments.
 24. Assists with oversight of the City's American Disabilities Act compliance activities.
 25. Serves as contact and responds to requests for information from City staff, other agencies, the media, and the general public regarding project or program area of assignment; prepares presentations and related material.
 26. Provides assistance to planning, building inspection, and support of code enforcement activities as needed.
 27. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic supervisory principles and practices including work planning, scheduling, review and employee training.
2. Principles and practices of civil engineering design and construction.
3. Principles and practices of land development and transportation planning.
4. Principles and practices of contract administration and project management.
5. Basic principles of budget development and administration.
6. Mathematical principles as applied to civil engineering work.
7. Operational characteristics, services, and activities of assigned project and/or program area.

8. General principles, practices, and procedures of business administration and public administration.
9. Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
10. GIS mapping and ArcGIS program.
11. Basic AutoCAD functional use.
12. Methods and techniques of data collection, research, and report preparation.
13. Methods and techniques of statistical and financial analysis.
14. Laws, rules, regulations, and codes pertaining to building rehabilitation and construction.
15. Principles of grant writing and administration.
16. Principles of business letter writing and basic report preparation.
17. Principles and applications of critical thinking and analysis.
18. Modern office procedures, methods and equipment including computers and supporting applications.
19. Principles and practices of record keeping and records management.
20. Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

1. Participate in the management of assigned projects or project areas.
2. Use technical concepts and general project management tools and techniques to effectively coordinate a project and solve complex problems in creative and effective ways.
3. Perform a full range of analytical and administrative duties in support of assigned projects, program areas, and functions.
4. Collect, evaluate, and interpret information and data from multiple sources.
5. Conduct research and analysis and provide appropriate recommendations based on findings.
6. Conduct or participate in various organizational, fiscal, and administrative studies and analyses including those on new and existing projects and/or program areas.
7. Participate in the development and administration of policies and procedures.
8. Develop recommendations for problematic areas and implement and monitor changes.
9. Interpret, explain, and apply a variety of program, building code, planning, and zoning requirements.

10. Maintain complex paper and computerized records.
11. Type and enter data at a speed necessary for successful job performance.
12. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
13. Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.
14. Operate office equipment including computers and supporting word processing and spreadsheet applications.
15. Adapt to changing technologies and learn functionality of new equipment and systems.
16. With training, create and manage GIS mapping and exhibits that support critical City functions.
17. Plan and organize work to meet changing priorities and deadlines.
18. Work independently in the absence of supervision.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

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

Education/Training:

Equivalent to the completion of a Bachelor's degree with course work in engineering practices, business administration, or a related field.

Experience:

Two years of professional level experience in a public agency environment.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office environment with extensive public contact and potential for frequent interruptions. The ideal candidate possesses high energy with a positive, solution-oriented, and team-focused attitude.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established: February 22, 2022

Date Revised: February 2022