



## JOB DESCRIPTION

### Engineering Specialist

Date Prepared: October, 2016

**SUMMARY:** Under limited supervision, performs complex para-professional engineering activities in support of various engineering projects. Work responsibilities may extend to providing work direction to other less experienced staff; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide counter customer service, respond to questions, information requests, and issues from the general public, developers, contractors and City staff.
- Research requests for street right-of-way, sewer availability, and improvement plans.
- Provide survey information, including center line ties and benchmarks.
- Assist with the coordination and processing of private development projects from initial meetings with developers to permit issuance.
- Analyze, implement, and monitor various agreements associated with private development including but not limited to credit, subdivision, utility surety, and suspension agreements.
- Implement and monitor the permitting and inspection process via coordination with other City departments.
- Issue permits for work projects within public right-of way or easements to the general public, developers, contractors, and utility companies.
- Process Will Serve Letter requests and extensions, water meter requests, backflow test fees and fire flow test fees.
- Inspect and review projects regarding the construction of sewer, drainage, water, streets, curb, gutter, sidewalks, traffic control, drive approaches, fences, walls, and monumentation.
- Provide the administration and monitoring of the City's City-Wide Street Lighting Assessment Districts; new development securities and permitting programs.
- Prepare budget recommendations relative to assigned area of responsibility.
- Research, prepare, and monitor grant applications and Capital Improvement Projects.
- Prepare and produce maps and exhibits of engineering projects.
- Prepare requests for proposals for special projects.
- Utilize database and other computer software programs.
- Conduct surveys and perform research and analysis, as requested.
- Perform administrative detail work, maintaining appropriate records and statistics.
- Process reimbursement requests.
- Interpret and apply City, state, federal policies, laws, and regulations; research, analyze, and provide recommendations.
- Prepare reports and present information regarding local, state, and federal policies, procedures and legislation.

- Meet with the City Attorney and Risk Management to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance which includes conducting analysis of municipal policies involving department procedures and services and author special correspondence.
- Maintain accurate project records, documents, and supporting material in liaison with other departments and agencies.
- Assist in the design and production of technical information and brochures.
- Attend various professional meetings.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate's degree in Civil Engineering or a closely related field from an accredited college or university AND three years of professional municipal engineering experience, OR an equivalent combination of education, training, and experience. An additional two years of professional municipal engineering experience may be substituted for an Associate's degree in a field not closely related to Civil Engineering.

### **Knowledge of:**

- City policies, procedures, and codes.
- Development process from preliminary review through acceptance of improvements.
- Water engineering procedures.
- Subdivision Map Act and applications.
- Construction methods and practices.
- Principles and practices of administrative management.
- Principles and practices of a municipal infrastructure.
- Principles and practices of project management.
- Pertinent state and federal laws.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Applying City, state, and federal policies, laws and regulations.
- Reading and interpreting plans and maps.
- Conducting plan reviews.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, engineering firms, real estate representatives, external public agencies and the general public; applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office work environment. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

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Date