



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Revised Class Specification and Salary Range for City Engineer

MEETING DATE: November 5, 1997

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Approve revised class specification and salary range for the position of City Engineer.

BACKGROUND INFORMATION: The current City Engineer will be promoted to Public Works Director in January of 1998. In preparation for this transition, a review of the City Engineer position and a salary survey has been completed. Based upon this review, it is recommended that the class specification for the City Engineer position be revised and the position be included in the Mid-Management group.

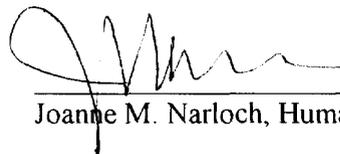
The salary survey for comparable mid-management positions reveals that the range for this position should be 6% lower than the Management range previously set for this position.

It is recommended that Council approve the revised class specification (attached) and salary range of:

		Step		
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$5185.00	\$5444.25	\$5716.46	\$6002.29	\$6302.40

FUNDING: N/A

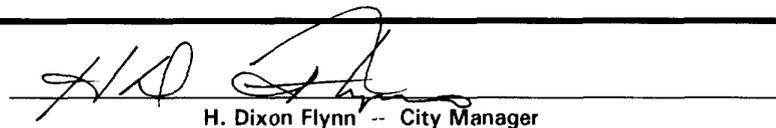
Respectfully submitted,



Joanne M. Narloch, Human Resources Director

Prepared by: Mary Ann Turner, Human Resources Analyst II
 cc: Richard Prima, City Engineer

APPROVED:



H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-186

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATION AND SALARY
RANGE FOR CITY ENGINEER

RESOLVED, that the Lodi City Council does hereby approve the revised class specification for the City Engineer, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

STEP				
A	B	C	D	E
\$ 5,185.00	\$ 5,444.25	\$ 5,716.46	\$ 6,002.29	\$ 6,302.40

Dated: November 5, 1997

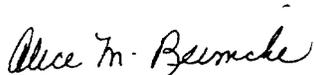
I hereby certify that Resolution No. 97-186 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 5, 1997 by the following vote:

AYES: Council Members – Land, Mann, Sieglock, Warner and Pennino
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

CITY ENGINEER

DEFINITION:

Under administrative direction, plans and organizes the work of the Engineering Division of the Public Works Department which includes Design and Construction Engineering, Traffic Engineering, and Development/Encroachment Engineering; coordinates the work of the Engineering Division with other Divisions within the Department and with other City departments; coordinates City capital improvement projects and Department data processing activities; acts for and on behalf of the Public Works Director in his/her absence.

DISTINGUISHING CHARACTERISTICS:

This class is a high level management position in the Public Works Department. The position is responsible for the Engineering Division and performs a number of duties affecting all departments. These duties require extensive external contacts and working relationships. The City Engineer acts as Public Works Director in the Director's absence and is expected to possess extensive technical knowledge of engineering, public works administration, and the City's public works infrastructure.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plans and organizes the operations and activities of the Engineering Division; develops and implements goals, objectives, policies, and priorities.
- Prepares and coordinates the City's Capital Improvement Program.
- Assumes responsibility for preparation and administration of the Division's budget.
- Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions.
- Meets with developers, subdividers, contractors, realtors, engineers, and architects to explain City development policies.
- Administers the Development Impact Fee Program.
- Directs all aspects of rights-of-way and easement acquisition and abandonment.
- Prepares and writes general correspondence, special reports and studies, and Council Communications.
- Handles the more difficult public citizen complaints and public relations matters.
- Makes presentations to City Council, official bodies and community groups regarding public works projects or topics.
- Reviews, approves, and signs plans and specifications for most City work including streets, sanitary sewer, storm drains, traffic signals, water mains, structures, City buildings, assessment districts, subdivisions, and developments.

EXAMPLES OF DUTIES (Cont'd):

- May sign subdivision maps and construction plans, parcel maps, and other development related documents.
- Supervises the preparation of construction grant applications.
- Reviews and approves building plans and occupancy permits for conformance with Public Works requirements.
- Directs personnel involved in traffic engineering; reviews and approves City Council Communications regarding all aspects of traffic: parking, traffic signals, speed zones, signings, parking, etc.
- Directs personnel involved in the planning, design and construction administration of public works projects including development of standards and specifications.
- Directs engineers and sub-professional personnel in development of public works requirements on parcel maps, tentative subdivision maps, Site Plan and Architectural Review Committee review, use permits, etc.
- Plans and directs the Division's use of data processing and technical computer applications including computer aided drafting, surveying, analysis, and system utility models.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of civil engineering as applied to the planning, designing, and construction of municipal public works projects.
- Laws and regulations relating to public works and subdivision requirements.
- Design principles required in planning public works projects; principles of mechanical, structural and traffic engineering and surveying; field survey and construction practices as they apply to the design and construction of public works projects.
- Municipal public works administration.
- Principles of management and supervision.
- Safety principles, practices, and procedures.
- Basic municipal accounting and budgeting practices.

Ability to:

- Communicate effectively, both orally and in writing.
- Analyze Division's operations and recommend improvements.
- Establish and maintain effective work relationships with contractors, developers, private engineers, general public, and staff.
- Analyze and interpret Federal and State regulations pertaining to the Engineering Division.

Ability to (Cont'd):

Prepare and review plans, specifications, and engineer's estimates.
Plan, assign, direct, and coordinate the work of subordinate personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

A Bachelor's Degree with major course work in civil engineering.

Experience:

Five years of office and field experience in civil engineering, preferably including four years in the design and construction of public works improvements, which includes working in an administrative or supervisory capacity.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

Possession of a Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.