

## **DEVELOPMENT SERVICES ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.*

### **DEFINITION**

Under general direction, plan, organize, and coordinate professional and technical engineering operations within the Community Development Department related to the review and approval of private development projects; perform the more complex professional engineering assignments; and perform a variety of technical tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

The Development Services Engineer is a professional level class responsible for overseeing, coordinating and performing complex, professional engineering functions related to private development projects.

### **EXAMPLES OF DUTIES**

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

- Recommend and assist in the implementation of goals and objectives related to the review and approval of private development projects; establish schedules and methods for the provision of customer service related to development.
- Plan, prioritize, assign, supervise and review the work of support staff assigned to front counter support.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Develop conditions for development projects and other applications; work collaboratively with the Public Works Department; review work of outside engineers for completeness and accuracy; develop recommendations for consideration within the development review process.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and supplies; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Review and process private development plans; ensure that plans comply with City standards and requirements; coordinate and approve subdivision improvement agreements, bonds and insurance document.
- Assign and monitor work of consulting engineers and other professionals.
- Research project design requirements and perform related calculations; conduct plan checks to ensure compliance with standards, specifications, and conditions or approval.
- Coordinate assigned activities with other City departments, divisions, outside agencies, citizens, consultants, and developers.

- Receive, research and respond to difficult and/or political questions and inquiries from residents, contractors, and developers.
- Attend and represent the department at various local, regional, and public meetings; present to City Council, commissions, and committees.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Principles and practices of civil engineering.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Modern land development options; Subdivision Map Act, and the urban planning process related to land development.
- Pertinent local, State and Federal laws, ordinances and rules.
- Advanced principles of project management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of customer service.
- Techniques and principles of effective interpersonal communication.
- Modern office procedures, methods and computer equipment, including use and application of word processing, spreadsheet, database programs and specialized engineering applications.
- Recent developments, current literature and sources of information regarding civil engineering.

### Ability to:

- Organize, implement and direct a variety of technical and professional engineering activities.
- Interpret and explain pertinent City and department policies and procedures.
- Make sound engineering judgments involving the review and approval of private development projects.
- Assist in the development and monitoring of an assigned program budget.
- Administer contracts with consulting engineers and other professionals.
- Monitor multiple projects.
- Develop and recommend policies and procedures related to assigned operations.
- Prepare and present technical engineering reports and studies.
- Make sound decisions regarding complex issues using judgment and analysis of multiple factors.
- Attend public meetings in the evening to perform the requirements of the job.
- Operate a computer using word processing and business software and other office equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Supervise, train and evaluate staff.

**Minimum Qualifications**

**Experience and/or Education:**

Three years of increasingly responsible experience similar to a Civil Engineer II with the City of American Canyon; and a Bachelor’s degree from an accredited college or university with major coursework in civil engineering or related field.

**License Requirement:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in typical indoor environment with some outdoor responsibilities. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

<b>Classification</b>	<b>Adopted</b>	<b>Revised</b>	<b>Retitled</b>	<b>Class Code</b>	<b>FLSA Designation</b>	<b>Rep Unit</b>
Development Services Engineer	11/2013			2309	Non-Exempt	2

APPROVED: \_\_\_\_\_  
Administrative Services Director

Date: \_\_\_\_\_