



## CITY OF BANNING, CALIFORNIA

### City Engineer

Job Code: 4300

FLSA      ☒ Exempt      ☐ Non-Exempt

**JOB DEFINITION:** Under administrative direction, plans, organizes, coordinates and directs the activities and programs of the Engineering Department; supervises professional and technical staff in the review or preparation of plans, specifications, estimates and inspection of a variety of land development, capital improvement projects and street/traffic related issues.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Plans and manages the land subdivision function. Plans, directs and oversees capital improvement projects including water, wastewater, streets, storm drain, parks and improvement projects. Obtains and administers various grants for City capital improvement projects. Administers department goals and resolves related operational problems. Acts as liaison with other City departments and other government agencies such as Department of Transportation, Riverside County Transportation Commission and Riverside County Economic Development Agency.

Manages Banning Municipal Airport operation. Manages the waste management franchise contract and addresses solid waste related issues. Manages the cable franchise contract. Attends meetings and presentations. Develops and prepares department budget and reports. Recommends strategic planning methods.

Oversees, monitors and directs office operations of assigned staff. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Develops, identifies and implements new employee and on-going staff training. Assigns, tracks and reviews work assignments and progress. Reviews and approves the formal performance evaluation of assigned department staff. Develops and implements disciplinary actions for assigned staff.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of research methods and procedures.
- Knowledge of engineering principles and methods.
- Knowledge of trends and practices in public improvement projects.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Engineering, Civil Engineering or related field **AND** five (5) years of civil engineering experience that includes three (3) years of management and/or supervision. Must possess registration in California as a Professional Civil Engineer at time of appointment.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license. May occasionally be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.