

RESOLUTION NO. 2023-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING
THE CITY ENGINEER JOB DESCRIPTION AND SALARY RANGE, AUTHORIZING
THE CITY'S CITY MANAGER TO MAKE THE NECESSARY ADJUSTMENTS TO THE
CITY'S CLASSIFICATION AND COMPENSATION PLANS, AND AUTHORIZING THE
FINANCE DIRECTOR TO MAKE THE NECESSARY AND APPROPRIATE BUDGET
ADJUSTMENTS

WHEREAS, with the present and growing workload, additional management level effort and oversight is critical to continued success of the organization; and

WHEREAS, adding and filling the City Engineer position will provide much needed capacity to advance identified community priorities; and

WHEREAS, the City Engineer classification requires a job description and a specified salary range; and

WHEREAS, the job description provided in **EXHIBIT A** defines the job and describes the duties, knowledge and abilities, education and experience, and any special requirements for the City Engineer; and

WHEREAS, the position will report directly to the Public Works Director (see proposed organization chart **EXHIBIT B**) while performing professional level work to organize, direct and manage the activities of the Engineering division of the Public Works Department; coordinate projects with City departments, outside agencies and organizations which include land development, storm water management, traffic design, pavement management, street improvements, lighting, facilities and construction of capital projects; review and approve engineering plans for subdivisions, use permits, and encroachment permits; supervise and reviews the work of assigned personnel and coordinate the division's activities; perform advanced level professional engineering work; and perform related duties as assigned; and

WHEREAS, allocating staff time charges for work performed in the delivery of projects in the CIP is a method for funding the City Engineer position without additional impact to the General Fund..

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. Approves Job Description and Salary Range for the City Engineer and salary schedule for the City Engineer, and
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing finance director to make appropriate budgetary and accounting entries and authorizing the finance director to make the necessary and appropriate budget adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 2nd day of May 2023 by the following vote:

AYES, COUNCIL MEMBERS: Visscher, McCarthy, Biala, Medina Dirksen, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk



Department		Public Works	
Employee Association		MMEA	
Resolution No./Established Date:			
Resolution No./Revision Date(s):			
Salary Range:		Position Code	
EEO Code		FLSA	Exempt/Salary

CITY ENGINEER

DESCRIPTION:

To plan, organize, direct and manage the activities of the Engineering division of the Public Works Department; coordinates projects with City departments, outside agencies and organizations which include land development, storm water management, traffic design, pavement management, street improvements, lighting, facilities and construction of capital projects; reviews and approves engineering plans for subdivisions, use permits, and encroachment permits; supervises and reviews the work of assigned personnel and coordinates the division's activities; performs advanced level professional engineering work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general directions from the Public Works Director. Exercises direct and indirect supervision to assigned professional, technical and administrative staff.

EXAMPLES OF 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.

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

- Plans, organizes, directs, and coordinates the activities of the staff of the Engineering division involved in such activities as engineering design, contract preparation and review, site suitability studies, and review of legal descriptions of real property.
- Participates in the development of the work plans related to engineering functions; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Works closely with the Public Works Director in the development and implementation of long- and short-term strategies.
- Reviews and approves all capital improvement designs and projects in addition to projects within the City's right of way, including oversight and approval of project work from other divisions and departments.
- Manages the City's capital improvement program (CIP), prioritizes needs and funding; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans, and recommends the appropriate corrective action.
- Reviews and participates in the preparation of environmental assessments.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.

- Meets and confers with developers, contractors, engineers and the general public regarding City policies, regulations, and procedures.
- Prepares and administers the division budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Reviews plans to ensure that infrastructure issues are adequately addressed; administers the work of consultants performing capital improvement research, evaluation, planning, design, construction or maintenance.
- Selects, oversees, and evaluates adequacy of consultant engineering services; prepares requests for proposal; coordinates contract activities and provides technical advice and interpretation as required.
- Coordinates engineering activities with other divisions, departments; represents the city in outside governmental agencies and organizations; confers with engineers, developers, contractors, and the general public; provides support to boards and commissions on engineering matters; participates in professional groups and committees.
- Attends, makes presentations, and facilitates internal and external meetings as needed; represents the City at meetings related to engineering issues; meets with neighborhood groups and commissions, task forces, committees, and the Public Works Commission, City Council and others as assigned.
- Manages, directs, and evaluates staff within the Engineering division; participates in the selection process, termination actions, and performance evaluations; ensures proper training and supervision of assigned staff.
- Establishes appropriate engineering standards for city infrastructure.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.

QUALIFICATIONS:

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

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public facilities, maintenance services, streets, technical inspection services, etc.;
- Administrative principles and methods, including goal setting, program and budget development and implementation;
- Applicable federal, state, and local laws, codes, and regulations, as well as industry standards and best practices;
- Advanced principles and practices of civil engineering for public, commercial, industrial, and residential buildings;
- Principles and practices of project budgeting, cost estimation, funding, project management, and contract administration;
- Methods and materials used in the design, construction, and inspection of varied civil engineering projects;
- Principles and practices of personnel management, supervision, training, and performance evaluation;
- Methods and techniques for writing reports and correspondence, making presentations, contract negotiations, and information distribution;

- Modern equipment and communication tools used for business functions and program, project and task coordination;
- Computers and software programs to conduct, compile, and/or generate documentation;
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Ability to:

- Plan, organize, and direct effective CIP and public works engineering services and programs;
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports;
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations;
- Analyze engineering and managerial problems, identify alternative solutions and consequences, and make sound recommendations;
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written materials, and City engineering policies and procedures;
- Direct the preparation of a complicated and comprehensive budget; allocate limited resources in a cost-effective manner;
- Prepare and present clear, concise, and logical written reports and oral presentations to small and large groups;
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility; select, motivate, and evaluate the work of staff and train staff in work procedures;
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments;
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

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

Education:

- Equivalent to the possession of a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a closely related field.

Experience:

- Five (5) years of increasingly responsible experience as a licensed civil engineer, including at least two (2) years of supervisory or management experience over professional and technical engineering staff.

License or Certificate:

- Possession of a valid California State Driver's License.

- Possess and maintain a Registered Professional Civil Engineer license in the State of California.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job classification.

The employee is required to sit, speak orally, hear, and communicate effectively. The employee is frequently required to stand, sit, walk, climb, balance, stoop, kneel, crouch, crawl, run, jump, twist, turn; use hands and fingers, handle and feel objects tools and/or controls; reach with hands and arms; and taste and smell. Inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites as needed.

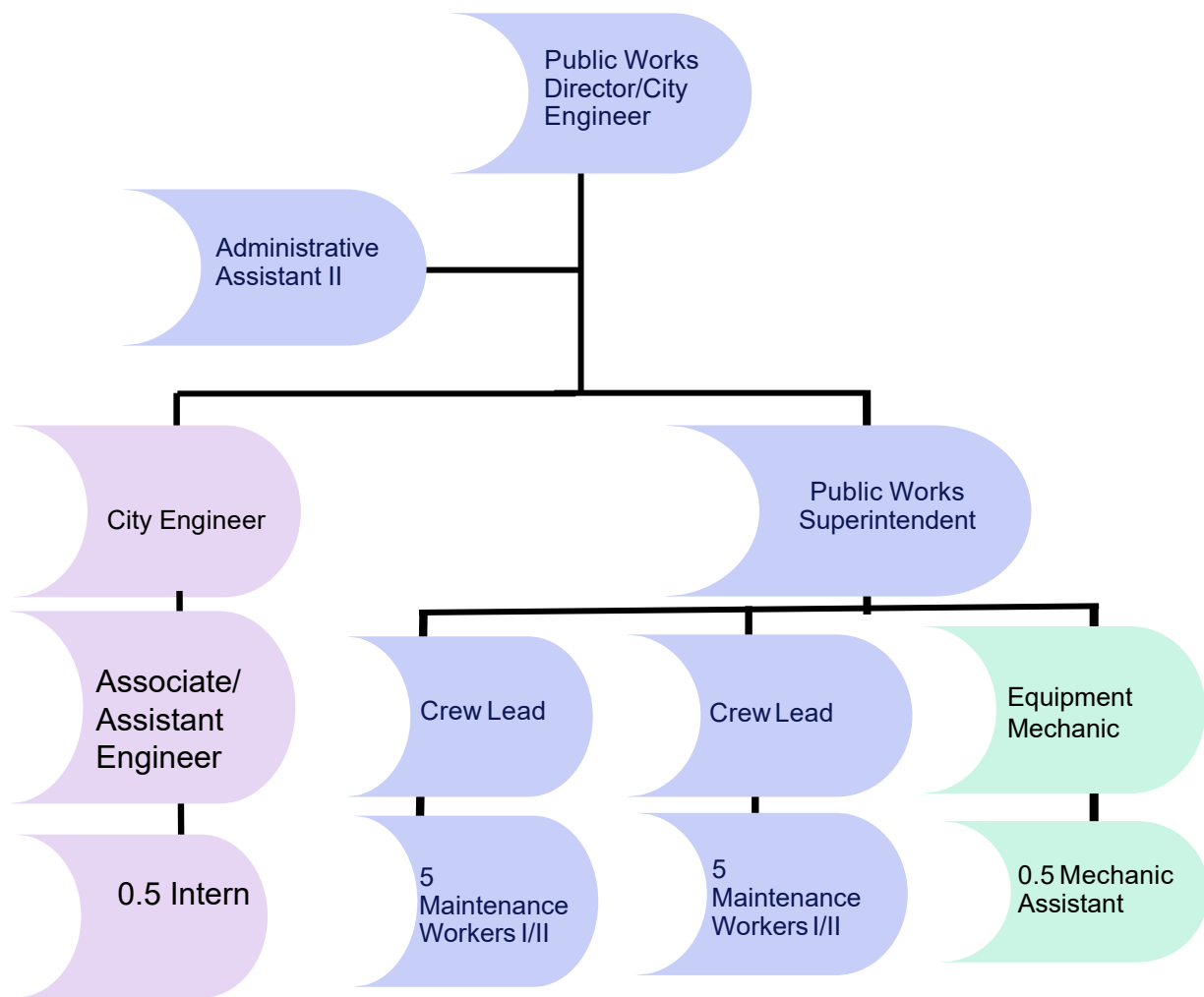
The employee must be able to lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job classification include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

City of Marina

Public Works Department w /
Addition of City Engineer



March 27, 2023

Item No. **10f(5)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
May 2, 2023

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2023-,
APPROVING THE JOB DESCRIPTION, AND SALARY SCHEDULE
FOR THE CITY ENGINEER; AUTHORIZING THE CITY MANAGER
TO MAKE NECESSARY ADJUSTMENTS TO THE CITY'S
CLASSIFICATION AND COMPENSATION PLANS, AND
AUTHORIZING THE FINANCE DIRECTOR TO MAKE THE
NECESSARY AND APPROPRIATE BUDGET ADJUSTMENTS**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2023-, approving the Job Description and Salary Range for the City Engineer, and
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing the Finance Director to make the necessary and appropriate budget adjustments.

BACKGROUND:

Currently the Public Works Director also serves as the City Engineer. The City currently has over 90 projects in the Capital Improvement Program (CIP) with a budgeted amount of over \$40 million. Additionally, the Sea Haven, Dunes, and Marina Station developments are under way. Staff relies heavily on outside consultants to design and manage the CIP as well as perform development engineering review and approval. With the Imjin Parkway Widening Project entering construction, the pavement management program ramping up to deliver \$20 million in street improvements and a new two-year City budget being developed that will include additional CIP projects, staff is proposing that a separate City Engineer classification be created that provides for a more cost effective and efficient way to provide oversight and manage the CIP projects and engineering review of development projects. Most of the City Engineer work today is being provided by consultants reporting to the Public Works Director.

ANALYSIS:

With the present and growing workload, additional professional level effort and oversight is critical to continued success of the organization. Adding and filling the City Engineer position will provide much needed capacity to advance identified community priorities. Delivery time for projects has varied depending upon the environmental, technical, and fiscal challenges that each project can face. To a large extent, these challenges are subject to processes that project managers have some, but often little control over. Another challenge though, is getting enough time to provide appropriate oversight to each project. This is a challenge that we can take more control over with the addition of City Engineer position.

Attached is the job description for the City Engineer (**EXHIBIT A**). This position will report directly to the Public Works Director (see proposed organization chart **EXHIBIT B**) while performing professional level work to organize, direct and manage the activities of the Engineering division of the Public Works Department; coordinate projects with City departments, outside agencies and organizations which include land development, storm water management, traffic design, pavement management, street improvements, lighting, facilities and

construction of capital projects; review and approve engineering plans for subdivisions, use permits, and encroachment permits; supervise and reviews the work of assigned personnel and coordinate the division's activities; perform advanced level professional engineering work; and perform related duties as assigned.

Typical cities that we use in our salary compensation surveys which have City Engineer classifications are: Monterey, Salinas, Gilroy, Hollister and San Luis Obispo. The average top step salary for these agencies is \$14, 077 per month. Based on this data the City is proposing the following salary range for the City Engineer classification.

Step A	Step B	Step C	Step D	Step E
\$11,581.18	\$12,160.24	\$12,768.25	\$13,406.67	\$14,077

This position requires the incumbent to possess and maintain a Registered Professional Civil Engineer issued by the State of California.

FISCAL IMPACT:

There will be no impact on the General Fund to add this position. The cost of this position including salary and benefits is estimated at approximately \$215,000 per year. Funding for engineering review and project management for CIP projects is already included in fees collected from developer or are built into the CIP projects cost. Some of the funds that are currently going to pay for consultants to do this work will be now allocated to pay for the City Engineer.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Catrina Scharf
Human Resource Analyst
City of Marina

REVIEWED/CONCUR:

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

Layne Long
City Manager
City of Marina