

DEVELOPMENT REVIEW ENGINEER

DEFINITION

Under direction, oversees the functions and activities of the Development Review Services Section in the Planning Division of the Development Services Department.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification and is distinguished from other classes by the level of responsibility assumed, supervision exercised, and complexity of duties assigned and independence of action taken. Incumbents are expected to perform the full range of duties for this class independently and without close supervision.

SUPERVISION RECEIVED

Receives direction from the Planning Manager.

SUPERVISION EXERCISED

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies, and priorities of the City.

Plans, manages, organizes, and evaluates the functions and activities of the Development Review Services Section in the Planning Division.

Performs complex, professional-level field and office planning and engineering activities involving the design, development and construction of a variety of private development projects, as well as assisting and providing input on updates of the City's General Plan, Specific Plans, Subdivision Ordinance, Zoning Ordinance, and Form-Based Codes.

Reviews private development applications and coordinates with other City departments and, as necessary, outside agencies and/or districts to ensure the proposed designs of private development projects are compatible and consistent with City standards and regulations and State and Federal laws. Such applications include, but are not limited to:

- a) Subdivision maps, involving being lead on processing tentative maps and coordinating with Public Works Department staff on processing final maps and improvement plans;

ESSENTIAL DUTIES (continued)

- b) Applications to modify private property boundaries (e.g., Lot Line Adjustments and Certificates of Merger) to ensure that modifications comply with City ordinances, the State Subdivision Map Act, and, as applicable to property rights, the State Civil Code;
- c) Certificate of Compliance applications to assure that properties were legally created in conformance with the Subdivision Map Act and the City's Subdivision Ordinance;
- d) Encroachment Permit applications related to work performed within City rights-of-way to ensure compliance with City standards and regulations;
- e) Building Permit applications to ensure that developers' obligations as required by City regulations are clearly defined and identified, including relative to street improvements, on-site traffic circulation, storm drainage, and dedication of street rights-of-way;
- f) Grading and Clearing Permit applications, in coordination with Public Works Department staff, to insure compliance with City standards and regulations.

Manages and guides the process for the formation of assessment and benefit districts and levying assessments to ensure compliance with State laws and City ordinances; including reviewing proposals, analyzing budgets, setting assessment rates, and preparing and presenting annual reports and recommendations to City Council; and conducting public meetings and responding to inquiries concerning assessment rates, capital reserve amounts, and capital improvement and maintenance responsibilities.

Works with Public Works Department staff during plan checking and inspection phase of construction to insure compliance with City regulations and project conditions of approval; and upon completion of improvements, coordinating the formal acceptance of project completion. Where lead on a project, reviews and coordinates the processing of environmental documents for such projects, pursuant to the California Environmental Quality Act and the National Environmental Protection Act.

Prepares and processes agreements to allow properties outside of the City limits to connect to the City sanitary sewer and water systems; to annex properties into the City; and to cover the subdivision of properties.

Prepares and processes agreements and contracts with private consultants and contractors to provide services related to development review.

Prepares staff reports, including developing recommended conditions of approval, and attends and makes public presentations at City Council, Planning Commission, and other boards and

ESSENTIAL DUTIES (continued)

committees meetings as needed; and provides support and information on public works/engineering matters.

Interacts with private developers, engineers, other City departments, public agencies and private utility companies on matters related to development processing.

Supervises work of subordinates, including performing evaluations, setting priorities, and reviewing written reports regarding private land development projects.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and possession of technical skills related to civil engineering and related fields.

Applicable laws and regulatory codes relevant to land development projects, including the State Subdivision Map Act, California Environmental Quality Act, National Environmental Policy Act, and California Permit Streamlining Act.

Techniques and possession of skills related to management, supervision, motivation, training, and evaluation of staff.

Land use regulations, including general plans and zoning.

Laws and regulations related to formation of assessment and benefit districts.

Laws and regulations of National Flood Insurance Programs.

Laws and regulations of Clean Water Program provisions.

Principles and implementation techniques related to customer service, group and interpersonal dynamics, and public relations.

Basic computer applications, such as Microsoft Office products.

Ability to:

Skillfully engage and seek positive outcomes with the public and developers in win-win scenarios that improve the City of Hayward in line with the community vision and priorities.

Supervise, train and evaluate professional/technical and support staff.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

### Ability to:

Communicate effectively orally and make presentations at public hearings and neighborhood meetings.

Prepare clear and concise written reports involving technical analyses.

Effectively complete assignments in a timely manner with minimum supervision.

Plan and direct the work of other personnel.

Develop and maintain effective communication and working relationships with individuals and groups within the organization.

## EXPERIENCE AND EDUCATION

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

Experience: Four (4) years of progressively responsible experience in professional engineering work, including one year of supervisory experience, and experience in private land development processing activities.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in civil engineering, or a closely related field with major coursework in civil engineering.

Licenses or Certificates: Possession of registration as a Professional Engineer (Civil) in the State of California. Possession and maintenance of a valid Class C California Driver's License.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment; travel independently to fulfill assigned duties and responsibilities; use standard office equipment and current software; make effective presentations to public audiences; perform building inspections in the field on an infrequent, as needed basis; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood;

SPECIAL REQUIREMENTS (continued)

read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

781CS93

March 1988

Revised: January 2014

APP GROUP: 3

FPPC STATUS: Designated

FLSA STATUS: Exempt