

- 8J.** Civil Service Commission and Human Resources – Approve Proposed Class Specification for Engineering Services Manager. Expenditure: None  
Recommendation of the Civil Service Commission and Human Resources Director that City Council approve the proposed class specification for Engineering Services Manager.



Date: January 14, 2025

To: Honorable Mayor and Members of the City Council

From: Hedieh Khajavi, Human Resources Director

By: Civil Service Commission | [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov)  
Leallani Stewart, Human Resources Analyst | [LStewart@TorranceCA.Gov](mailto:LStewart@TorranceCA.Gov)

Subject: Civil Service Commission and Human Resources – Approve Proposed Class Specification for Engineering Services Manager. Expenditure: None.

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## RECOMMENDATION

Recommendation of the Civil Service Commission and Human Resources Director that City Council approve the proposed class specification for Engineering Services Manager.

## FUNDING

None required.

## DISCUSSION

The Community Development Department is implementing a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The Engineering Services Manager will plan, organize, and direct the activities of the Engineering Division of the Community Development Department, ensuring the efficient execution of engineering projects, and provide strategic direction for the division. At the meeting on December 9, 2024, the Civil Service Commission approved the proposed class specification which is submitted for your review and approval.

## ATTACHMENT

1. Civil Service Commission Item – Approve Proposed Class Specification for Engineering Services Manager

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, CA

Honorable Members:

**SUBJECT: APPROVE PROPOSED CLASS SPECIFICATION FOR ENGINEERING SERVICES MANAGER**

**RECOMMENDATION**

Recommendation of the Human Resources Director that your Honorable Body approve the proposed class specification for Engineering Services Manager and forward it to the City Council for approval.

**BACKGROUND**

The Community Development Department is going through a reorganization and will be separating the current Building Division into two distinct divisions: the Engineering Division and the Building and Safety Division. The Engineering Services Manager will plan, organize, and direct the activities of the Engineering Division of the Community Development Department, ensuring the efficient execution of engineering projects, and provide strategic direction for the division. The proposed class specification for Engineering Services Manager is submitted for your review and approval.

**ANALYSIS**

The Engineering Services Manager plans, organizes, and directs the activities of the Engineering Division of the Community Development Department; performs and manages complex engineering work including the planning, design, construction and administration of community development projects, and oversees all day-to-day operations of the Engineering Division.

The **Examples of Duties** section reflects principal job duties such as:

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
- Monitors staff's performance and coaches for improvement and development.
- Develops and administers division budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, and provides feedback and corrections to developers and outside consultants.
- Implements department programs.

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- Provides staff support and makes presentations to City Commissions, the City Council, and Council committees on engineering-related items

The **Qualification Guidelines** section reflects the Knowledge and Core Competencies required for performing the duties of the position such as:

#### **Knowledge of**

- Civil Engineering principles and practices as applied to the field of community development, including street improvement design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal, and financial issues involved in municipal engineering procedures.
- Construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.
- Budget preparation principles.
- Management and supervisory principles and practices.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations

#### **Core Competencies**

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Strategic View – Maintaining the big picture and long range objectives as a guide for decisions

The **License or Certificate** section reflects the following requirements:

- Registration as Civil Engineer in the State of California
- Must possess and maintain a valid California Class C driver's license

The **Experience and Education Section** describes the required experience and certification for the position as follows:

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience.

The **Special Requirements** section reflects the essential duties of this position including the physical demands and/or working conditions.

The **Career Ladder** section provides information about career movement for the classification.

Respectfully submitted,

HEDIEH KHAJAVI  
HUMAN RESOURCES DIRECTOR

By   
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Leallani Stewart  
Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Hedieh Khajavi  
Human Resources Director

NOTED:

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

- Attachment    A) Proposed Class Specification Engineering Services Manager  
                  B) Community Development Department Organizational Chart (Current)  
                  C) Community Development Department Organizational Chart (Proposed)

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## Engineering Services Manager

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### Definition

Under general direction, plans, organizes, and directs the activities of the Engineering Division of the Community Development Department; performs and manages complex engineering work including the planning, design, construction and administration of community development projects; oversees all day-to-day operations of the Engineering Division, ensuring the efficient execution of engineering projects and providing strategic direction for the division; and performs related work as required.

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### Distinguishing Characteristics

The Engineering Services Manager is distinguished from the Community Development Director in that the incumbent is not responsible for managing the entire Department. Distinguished from the Associate Engineer in that the Associate Engineer does not manage a division of the Department.

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### Supervision Exercised/Received

Receives general direction from the Community Development Director; exercises direct supervision over professional and technical engineering personnel.

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### Examples of Essential Duties

*The following duties represent the principal job duties; however, they are not all-inclusive.*

- Manages the work of professional engineering division personnel including: assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training, acting on employee problems, and recommending and implementing employee discipline.
  - Monitors staff's performance and coaches for improvement and development.
  - Develops and administers division budgets; reviews and coordinates financial sources for funding projects; maintains accountability for all revenue generated by division.
  - Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the assigned division; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
  - Develops, reviews and recommends approval of engineering plans and specifications, cost estimates, and provides feedback and corrections to developers and outside consultants.
  - Implements department programs.
  - Prepares reports, recommendations, and correspondence on current and proposed private projects.
  - Provides staff support and makes presentations to City Commissions, the City Council, and Council committees on engineering-related items.
  - Communicates and resolves conflicts with departmental personnel and the public.
  - Keeps abreast of current engineering principles and practices, technology, regulations and literature that apply to City development engineering projects including current legislation and trends, which may affect the City and/or Department.
  - Oversees the Inspection Unit in charge of inspecting public right-of-way improvements pertaining to private development and utility company projects.
  - Oversees the GIS Unit including all GIS databases and maps/exhibits for various City projects.
  - Implements and maintains Federal, State and local mandates.
  - Reviews and edits reports prepared by support staff.
  - Coordinates projects with other City Departments, agencies and utilities as required.
  - Attends and conducts meetings as required.
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**Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Coordinates projects involving multiple divisions within the Community Development Department.
  - Reviews land development cases and sets conditions on behalf of the Community Development Department.
  - Participates on interdepartmental and intradepartmental teams, committees, and boards as required.
  - Assists in establishing departmental disaster plan as part of the City-wide disaster plan.
  - Performs Emergency Operations Committee (EOC) functions as needed.
  - Other duties as assigned.
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**Qualification Guidelines****Knowledge of:**

- Civil Engineering principles and practices as applied to the field of community development, including street improvement design, hydraulic and mechanical operations, water and sewer systems, and urban drainage and hydrology.
- Professional, technical, legal, and financial issues involved in municipal engineering procedures.
- Construction methods and operations.
- Consultant and construction contract administration.
- Project management techniques, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.
- Budget preparation principles.
- Various types of funding sources for municipal projects.
- Management and supervisory principles and practices.
- Various computer applications including word processing, spreadsheet, and project management programs.
- City codes and ordinances, and administrative rules and regulations affecting departmental operations.
- General City operations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

**Core Competencies:**

- Action and Results Focus – Showing initiative and focusing on accomplishments
- Assessing Talent – Identifying performance capabilities and potential of others
- Decision Making – Exercising discretion and judgment in choosing courses of action
- Fiscal Acumen – Budgeting and allocating monetary resources
- Handling Conflict – Managing strained interpersonal situations
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Taking responsibility for improving the effectiveness of others
- Oral Communication – Engaging effectively in dialogue
- Presentation Skills – Formally delivering information to groups
- Professional and Technical Expertise – Applying technical subject matter to the job
- Project Management – Ensuring projects are on-time, on-budget, and on-specifications
- Relationship Building – Establishing rapport and maintaining mutually productive relationships.
- Self-Management – Showing personal organization, self-discipline, and dependability.

- Strategic View – Maintaining the big picture and long range objectives as a guide for decisions
- Written Communication – Communicating effectively in writing.

**License and/or Certificate**

*Must possess and maintain the following:*

Registration as Civil Engineer in the State of California and a valid California Class C driver's license.

**Education and/or Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:*

Graduation from a college or university with a Bachelor's degree in civil engineering and five years of professional civil engineering experience.

**Special Requirements:**

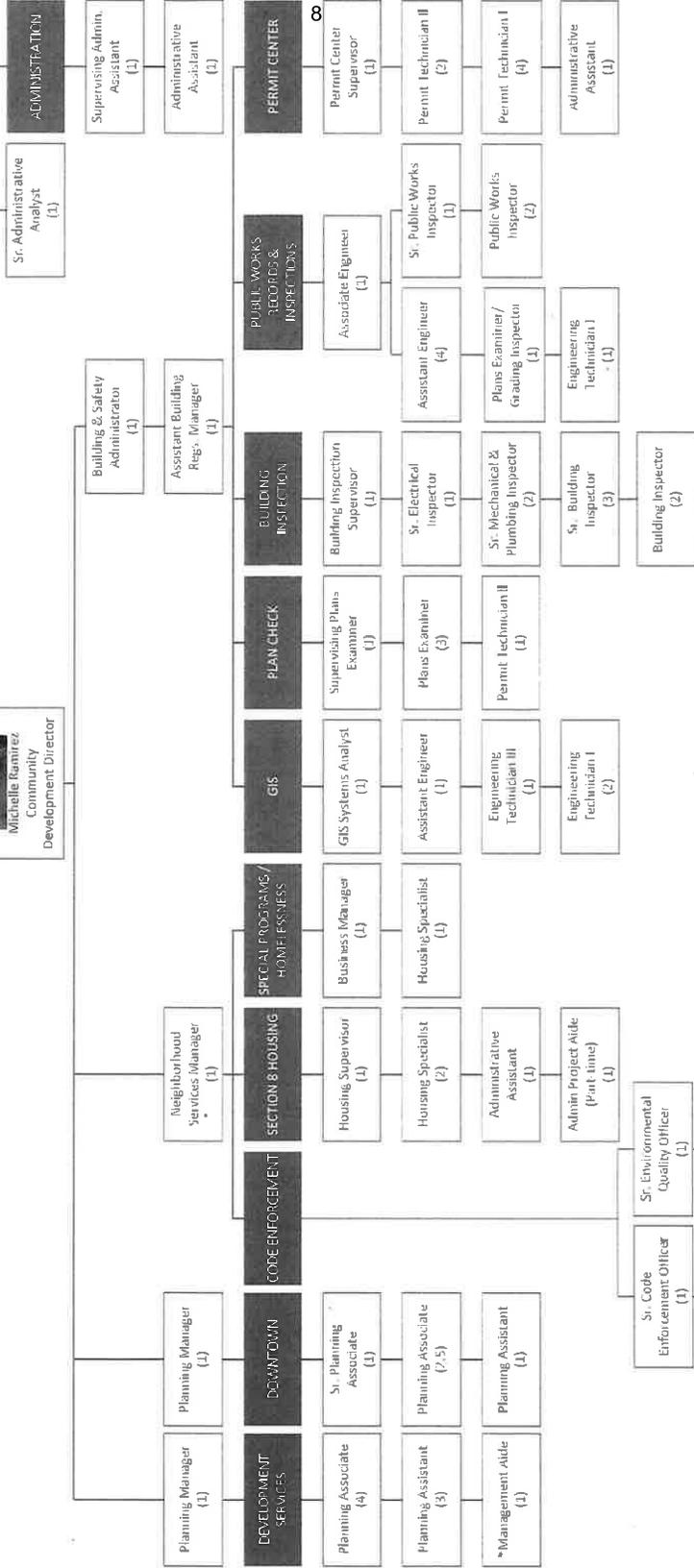
*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to use standard office equipment. Tasks require color and visual perception and discrimination, as well as oral communications ability; requires the ability to operate a motor vehicle. Tasks are regularly performed without exposure to adverse environmental conditions.

**Career Ladder Information**

Experience and/or education gained in this classification may serve towards meeting the minimum requirements for promotion to Community Development Director.

**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**



**CITY OF TORRANCE**  
**Organizational Chart**  
**Community Development Department**

