

CITY ENGINEER

Initiate, review and recommend changes in policies and objectives, plans and programs, techniques, procedures and practices in the infrastructure development and public works in general; Advise the Mayor, as the case may be, on infrastructure, public works, and other engineering matters; Administer, coordinate, supervise, and control the construction, maintenance, improvement, and repair of roads, bridges, and other engineering and public works projects in the locality; Provide engineering services to include investigation and survey, engineering designs, feasibility studies and project management. Enforcement of National Building Code P.D. 1594.

**CITY GOV'T. ASST. DEPT. HEAD 1
FOR ADMINISTRATION AND MANAGEMENT**
Assist in review changes in policy and objective in planning, maintenance/operation, and Administrative control of the Office

**CITY GOV'T. ASST. DEPT. HEAD I
FOR OPERATION AND PROJECT MANAGEMENT**
Assist in review of plans and programs, coordinate, supervise, and control of the construction, maintenance and/or improvement of public works projects

BUILDING DIVISION
Enforcement of National Building Code

PLANNING AND DESIGN DIVISION

Prepares Plans/Design, feasibility studies and other engineering services to include investigation and survey of RROW

CITY EQUIPMENT DIVISION

Conduct regular maintenance of City owned light and heavy equipment and other transport vehicles. Keep inventory of all vehicles in good condition and non-functional units for proper disposal.

ADMINISTRATIVE DIVISION

Conduct administrative function such as; leaves, payroll, update/keep all personnel records and other relevant documents and supervises/monitor personnel compliance of Civil Services rules and regulations

MAINTENANCE OF ROADS, BRIDGES, DRAINAGE SYSTEM AND WATERWAYS

Repairs/maintain city and Brgy. Roads; drainage system and waterways regularly

MAINTENANCE OF GOVERNMENT BUILDING

Repair/maintain all city government buildings regularly and conduct periodic assessment/ Inventory on minor damages

COSTRUCTION DIVISION

Supervise, and control the construction, improvement of roads, bridges, and other engineering and public works projects in the locality

ELECTRICAL DIVISION

Construct, improve, repair and maintain City government electrical facilities

OFFICE OF THE CITY ENGINEER

FUNCTIONAL CHART

Prepared by:
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