



MARCH 2016
FLSA: EXEMPT

SENIOR CIVIL ENGINEER

DEFINITION

Under general direction, performs and oversees professional field and office civil, structural and transportation engineering work related to the planning, design, construction and maintenance of City projects and programs in the areas of development, traffic operations and safety, capital improvement, stormwater and building structural plan checking, including managing complex engineering projects and programs; provides professional assistance and technical advice to City officials; coordinates projects with contractors, other departments, and other agencies; administers professional services and construction contracts; evaluating requests for changes or additional work; directs the work of subordinate professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer/Director assigned management staff. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the professional engineering classification series. Incumbents may be assigned to various departments including Public Works or Community Development. Assignments may include ongoing project or program management and successful performance of the work requires an extensive professional background as well as skills in coordinating work with other city departments, contractors, regulatory bodies and other public agencies. Senior Civil Engineer is distinguished from the next lower level of Associate Engineer in that the Senior Civil Engineer handles the most complex and sensitive work and has full supervisory authority over lower level engineers. It is distinguished from the higher level class of Division Manager in that the latter is assigned as either an Assistant Department Head in charge of a group of major, related operational units or programs in large operational departments or as the manager of professional service with City-wide internal or external impact.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors and manages the day-to-day operations of a program, project or function including: developing short and long-range goals, objectives and budgets; coordinating activities with other departments and agencies; overseeing records maintenance; monitoring budgets and approving and monitoring expenditures; overseeing reporting requirements; evaluating program or project service delivery and cost effectiveness; ensuring that procedures are being followed; and assisting in resolving complex problems which require professional level input.

- Conducts advanced and complex engineering and related studies, evaluates alternatives, makes recommendations and presents reports to the Division Manager, the Director and/or the City Council.
- Supervises professional, technical and support staff on a day-to-day or project basis, including determining workloads and schedules, developing, implementing and interpreting policies and procedures, evaluating and training staff and making hiring and termination recommendations.
- Serves as project manager on complex projects including: defining project scope; selecting consultants; negotiating contracts, amendments and change orders; preparing and monitoring project schedules; monitoring, reviewing and coordinating project design and construction; evaluating contractor's requests for extra work; enforcing terms of the contract; processing payments and change orders; coordinating projects with businesses, utilities and other city departments; conducting field and construction site inspections; and resolving contract disputes.
- Prepares and directs the preparation of designs, specifications, plans, estimates and reports for Capital Improvement projects and the development and modification of City infrastructure.
- Reviews, directs the review of private development plans submitted by developers, landowners, and engineers for adequacy of application and conformance to City standards.
- Prepares a variety of written materials, including staff reports, engineering reports and grant applications for engineering projects; may conduct studies and confer with the public regarding traffic and transportation issues.
- Serves as the City's, department's or program's representative with a variety of committees, commissions, businesses and community organizations; attends meetings and promotes department and or City activities and objectives; maintains liaison with other regulatory and public and private entities; fosters collaborative relationships to the mutual benefit of the City and these organizations.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Performs project development for complex projects such as capital improvement, including finalizing scope of projects, preparing bid summaries, conducting bid openings, preparing project budgets and preparing cost estimates.
- Monitors and supervises design and construction, including reviewing plans, specifications, estimates and calculations and giving technical advice on corrective action.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions and ordinances.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Principles of program and project development, management and evaluation.
- Principles of capital improvement cost estimation and contract administration.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- 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.
- Manage and monitor complex projects on-time and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from a four-year college or university with major coursework in a Civil Engineering curriculum or field related to the area of assignment and five (5) years of professional engineering experience which must have included two (2) years of project management or supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possess and maintain a registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

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.