

SENIOR CIVIL ENGINEER

DEFINITION

Assists with supervising the project management section and functional area of the Engineering & Transportation Department or the Planning Division of the Development Services Department; participates in the conduct of complicated engineering planning, design, land development application review and investigating activities; assists management personnel in the administration of the assigned division.

DISTINGUISHING CHARACTERISTICS

The Senior Civil Engineer is a mid-management level position responsible for oversight of project management. This position may be assigned to the Public Works Engineering & Transportation Department or the Planning Division of the Development Services Department. The incumbent manages the more complex, professional engineering work requiring a substantial level of training and experience. This position is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and supervision responsibilities. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility.

SUPERVISION RECEIVED

Receives general direction from the Assistant City Engineer when assigned to Public Works Engineering and Transportation or the Planning Manager with Development Services.

SUPERVISION EXERCISED

Provides direct and indirect supervision of management, professional, and technical personnel.

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.

Performs complex, professional-level field and office engineering review of the design, development and construction of a variety of projects.

Prepares, processes, and supervises new contracts or changes and modifications to existing contract documents, including resolution of contract disputes and claims.

ESSENTIAL DUTIES (continued):

Consults with other City departments, project managers, contractors, builders, engineers, and public agencies on problems relating to the design, construction, and maintenance of assigned projects.

Consults with and advises management staff on problems relating to the assigned area of responsibility.

Coordinates design and construction activities related to the assigned area with other City departments, divisions, sections, outside agencies, and with contractors and suppliers.

Reviews project design plans and applications prepared by staff, other divisions, consultants, and other agencies for compliance with City policies and procedures.

Supervises the screening, selection, and supervision of consultants for professional services for the development of plans and specifications, studies, and reports.

Supervises, trains, and evaluates professional and technical employees; conducts interviews and makes recommendations concerning personnel issues.

Performs related duties as assigned.

*Positions assigned to the Public Works Engineering and Transportation Department include the following additional duties:*

Plans, organizes, directs, manages and reviews the work of the project management section of the Engineering and Transportation Division.

Pursues, under general direction, federal and state grant-funding to expedite and/or supplement the funding of public works projects.

Prepares project statements outlining the scope of the project, design criteria, available data, background, scheduling, coordination, and financing for public works projects.

Provides project management of the Capital Improvement projects. Reviews the work and provides general supervision for the preparation of plans, specifications, cost estimates, and for the administration of construction contracts.

In the absence of the Assistant City Engineer, acts as the Assistant City Engineer.

*Positions assigned to the Planning Division of the Development Services Department include the following additional duties:*

Assists and provides input on updates of the City's General Plan, Specific Plans, Subdivision Ordinance, Zoning Ordinance, and Form-Based Codes.

ESSENTIAL DUTIES (continued):

*Positions assigned to the Planning Division of the Development Services Department include the following additional duties (continued):*

Reviews private development applications and coordinates with other City departments and outside agencies to ensure the proposed designs of private development projects are compatible and consistent with City standards and regulations and State and Federal laws. Applications include, but are not limited to, subdivision maps, applications to modify private property boundaries, Certificates of Compliance, Encroachment Permits, Building Permits, and Grading and Clearing Permits.

Manages consultants and helps guide the process for levying assessments and forming assessment and benefit districts to ensure compliance with State laws and City ordinances. Works with consultants and City Staff to review proposals, analyze budgets, set assessment rates, prepare and present annual reports and recommendations to City Council, and conduct public meetings to respond to inquiries concerning assessment rates, capital reserve amounts, and capital improvement and maintenance responsibilities.

Works with Public Works Engineering & Transportation Department staff to insure compliance with City regulations and project approval conditions during plan checking and inspection phase of construction on assigned projects. Coordinates the formal acceptance of projects upon completion.

Reviews and coordinates the process of environmental documents for projects pursuant to the California Environmental Quality Act and the National Environmental Policy Act when necessary.

Prepares staff reports, makes recommendations, and makes presentations to City Council, the Planning Commission, Local Agency Formation Commission (LAFCo) and other boards and committees as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Engineering principles, methods, and practices as applied in the planning, design, and construction of assigned projects.

Current methods and techniques related to the development and implementation of contracts, agreements, plans, specifications, procedures, and management of projects.

Modern development trends, current literature, and sources of information regarding the area of engineering.

Applicable laws and regulations relevant to area of assignment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

City policies and procedures of concern to property owners, contractors, consultants, and others when dealing with the City on engineering matters.

Principles of supervision, management, training, and performance evaluation.

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:

Organize projects, set priorities, and meet deadlines.

Make sound engineering decisions and independent judgments.

Prepare and present clear and concise reports, including technical analysis.

Prepare and direct the preparation of agreements, plans, specifications, and legal contracts.

Deal effectively with individuals and groups from a variety of socio-economic, ethnic, and cultural backgrounds.

Communicate effectively both orally and in writing.

Research and analyze data using both automated and manual information systems.

Plan, organize, supervise, delegate responsibilities, train, and evaluate levels of achievement and performance for personnel engaged in engineering and inspection work.

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 could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in professional engineering work in area of assignment, including one (1) year of supervisory experience.

EXPERIENCE AND EDUCATION (continued):

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

Licenses and Certificates: Possess a Certificate of Registration as a Professional Civil Engineer in the State of California. Possess and maintain 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; 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; 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

788CS68

December 2002

March 2015

March 2016

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt