

## SENIOR CIVIL ENGINEER

### DEFINITION

Supervise and perform professional engineering work related to the planning, design, and construction of public works projects, including roads, drainage, water, parks, sanitary, sidewalks, traffic, signing/stripping, and other projects; Review and comment on private land development projects; plan, organize, assign, supervise, and review the work of professional engineering staff; administers construction contracts; performs special studies and prepares comprehensive reports.

### DISTINGUISHING FEATURES

The position receives general direction from the City Engineer. Exercises direct or general supervision over assigned staff.

### ESSENTIAL DUTIES

Supervises and performs the preparation of engineering plans and specifications for construction of water, sewer, storm drain, parks, and street improvements; checks plans for accuracy and completeness and makes recommendations for revision and improvement; reviews or prepares specifications for composition and accuracy; reviews or prepares cost estimates.

Reviews or oversees the review of plans for construction prepared by private land developers and assures compliance with appropriate codes, ordinances, rules, and regulations; processes the necessary development agreements and maps associated with private development projects.

Plans, organizes, assigns, supervises, and reviews the work of professional engineering staff in the Engineering Department; trains staff in work procedures; counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion of staff.

Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation and monitors the assigned budget; maintains a variety of records and prepares routine reports of work performance.

Performs contract management by negotiating, preparing, participating in the selection of consultant engineers for the development of plans and specifications, studies, and reports.

Makes City Council presentations related to engineering studies and projects under his/her responsibility; prepares and writes general correspondence and City Council communications related to engineering activities; prepares special reports and studies requested by the City Engineer.

Coordinate the bidding process of City construction projects including assembly of bid documents, notifications, and award of contract.

Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding City development requirements.

Responds to and resolves issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.

Interprets and administers applicable laws and ordinances governing engineering work.

Prepares a variety of written correspondence, reports, grant applications, procedures, and other written material.

Prepares City ordinances, resolutions, and engineering manuals/policies.

Performs project management of engineering projects, develop and monitor project schedules and budget, ensure project funding.

Initiates and conducts engineering planning studies to identify system and facility needs and standards for planning, design, construction, maintenance, and operation.

Directs the preparation and filing of deeds, maps, and legal descriptions.

Performs other related duties as assigned.

#### ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of:

- Engineering principles and practices as applied to municipal public works, utilities, building/facility construction, water quality, and private development projects.
- Federal, state and local laws and ordinances relating to planning, construction and maintenance of public works projects.
- Methods, materials and techniques used in the design, construction, and inspection of public works projects.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of project management.
- Modern developments, current literature and sources of information regarding civil engineering.

Ability to:

- Prepare designs, plans, specifications, estimates, reports and recommendations related to public works projects.
- Interpret, explain, and apply City and department policies, procedures, rules, and regulations.
- Understand and interpret engineering construction plans, specifications, and other contract documents.
- Perform technical research and solve difficult engineering problems.
- Prepare contracts, agreements, and specifications.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.

- Ensure project compliance with federal, state, and local laws, codes, rules, and regulations.
- Supervise, train, and evaluate staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate computer and supporting word processing, spreadsheet, and computer aided drafting software.

### EDUCATION AND EXPERIENCE

Any combination of training and experience that is likely to provide the required knowledge and skill is acceptable. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field, and
- Four years of increasingly responsible professional civil engineering experience, including one year of supervisory responsibility, and
- Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.

### ESSENTIAL REQUIREMENTS

Possession of a valid California Operator's license issued by the State Department of Motor Vehicles, to be maintained as a condition of continued employment.

Must live within a 35-mile radius of City Hall at the time of appointment.

A Civil Engineering license issued by the State of California desired.