

Senior Civil Engineer

DEFINITION

Under direction of the Public Works Director/City Engineer organizes, schedules and manages the engineering and construction functions within the Public Works Department; performs professional and technical engineering work on a variety of projects associated with work programs in design, construction and traffic engineering; performs related work as required.

EXAMPLES OF DUTIES - The following list of duties are illustrative only. It is not meant to be an exhaustive list of all of the duties and responsibilities of the classification.

Assigns, and reviews the work of assigned staff, including; provides input into work processes; evaluates work in progress and upon completion; makes assessments of performance and provides training in areas of deficiency.

Organizes, coordinates and reviews the work of the engineering section; makes periodic reports of status of work; ensures work is performed within established guidelines; manages contract and temporary staff.

Prepares a variety of written documents and attachments to documents including RFP's, staff reports, Personal Services Agreements, change orders, etc.

Prepares, reviews and modifies plans related to City infrastructure such as streets, sidewalks, gutters, utilities and other offsite construction; checks plans for conformance with regulations regarding line, grade, size, elevation and location of facilities; checks calculations; provides technical and professional engineering support services in design, construction, surveying and traffic engineering.

Manages multiple construction contracts related to repair or alteration work on major projects such as roadways, building sites, hazardous materials remediation, traffic signals, street lighting bridges and public utilities.

Assists in the preparation of the department budget; develops cost estimates for projects and labor; makes recommendations regarding purchase of tools, equipment and selection of consultants and vendors.

Prepares special engineering studies and reports; performs special assignments on engineering problems as necessary; reviews and comments on Environmental Impact Reports regarding public works and traffic issues.

Develops lists of projects eligible for Federal and State grant programs and prepares grant applications for projects; monitors grant compliance and ensures that time lines and program measurements are met.

Develops plans, specifications, estimates and other contract documents associated with City projects; negotiates contracts and manages a variety of aspects of consultant selection and compliance.

Coordinates activities with lower level staff, consultants, engineers, developers, contractors, other City departments and divisions and with outside agencies; coordinates preparation of health and safety plans, groundwater monitoring wells and permits with various agencies for construction activities.

Investigates field problems affecting property owners, contractors and maintenance operations.

Reviews proposed tentative maps, final maps, parcel maps and lot line adjustments for conformance with State and City standards; reviews and issues encroachment permits within the City's right-of-way.

Works directly with public boards, commissions and regulatory agencies; represents the City at meetings of various Federal, State, and County agencies.

Makes oral presentations before the City Council, Redevelopment Agency, and City Commissions and Committees.

Performs related duties as required.

QUALIFICATIONS

Knowledge of principles and practices of civil engineering and surveying; applicable laws and regulatory codes; methods, materials, tools and equipment used in engineering construction; principles of algebra, geometry and trigonometry and their application to engineering; title and record search procedures; the operation of a municipal Public Works Department's function; various methods of communication including report writing, oral and graphic presentation; computers and associated software, including AUTOCAD, as they relate to civil engineering and associated job tasks; principles and practices of employee supervision.

Ability to prepare plans, designs, specifications and cost estimates for all types of Public Works projects; prioritize and manage multiple projects simultaneously; work independently; learn City ordinances and regulatory codes, policies and procedures applicable to engineering functions; communicate effectively verbally and in writing; operate engineering tools and equipment including surveying tools and equipment, and personal computers and associated equipment; establish and maintain effective working relationships with those contacted during the course of the work; prepare clear, concise, complete reports on technical and non-technical material; make effective cost estimates and recommendations; create short-term and long-term work plans; conduct title, deed and record searches; conduct project research including collecting field and report data; supervise, evaluate and train assigned staff employees; perform the physical requirement of the job.

Education and Experience:

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

Experience:

Four years of increasingly responsible civil engineering experience which includes one year of lead/supervisory experience.

Education:

Equivalent to a Bachelor of Science Degree from an accredited college or university with major course work in civil engineering.

Licenses/Certificates:

Possession of a valid California Driver's License with a satisfactory driving record.

Registration as a Professional Civil Engineer in the State of California.

Registration as a Professional Land Surveyor in the State of California is desirable.