

SENIOR CIVIL ENGINEER

DEFINITION

Assists with supervising the project management section of the Engineering & Transportation Division; participates in the conduct of complicated engineering planning, design, and investigating activities; assists the Assistant City Engineer in the administration of the division.

DISTINGUISHING CHARACTERISTICS

The Senior Civil Engineer is a mid-level management position responsible to the Assistant City Engineer for oversight of the project management section of the Engineering & Transportation Division, which manages the more complex, professional engineering work requiring a substantial level of training and experience. In the absence of the Assistant City Engineer, the Senior Civil Engineer acts as the Assistant City Engineer. This position is distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. The Senior Civil Engineer is also responsible for providing technical and functional supervision over assigned engineering and technical staff. 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 or the City Engineer.

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:

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

Supervises the changes and modifications to construction contract documents and in the resolution of contract disputes and claims. Consults with project managers, contractors, builders, engineers, and public agencies on problems relating to the design, construction, and maintenance of public works projects.

Consults with and advises the Assistant City Engineer or other key management staff on problems relating to the project management section or areas of responsibility.

ESSENTIAL DUTIES (continued)

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

Coordinates design and construction activities with other City departments, divisions, sections, outside agencies, and with contractors and suppliers.

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.

Reviews project design plans 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 additional administrative duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

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

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

Applicable laws and regulations relevant to design and construction in the area of assignment.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

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

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

Ability to:

Organize projects, set priorities, and meet deadlines.

Prepare and present clear and concise reports.

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.

Make sound engineering decisions and independent judgments.

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

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.

Education:

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

License and Certificates

Possession of a Certificate of Registration as a professional civil engineer in the State of California. Possession and maintenance of a 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

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt