



Senior Civil Engineer

Definition

To perform professional engineering work in the planning, design, construction and operation of public works projects. This position is assigned to either the Development Services or Transportation Division of the Public Works Department.

Class Characteristics

Positions in this class serve in a lead role in either the Development Services or Transportation Division of the Public Works Department. Functions assigned include project management, environmental review, project design, transportation, development, and economic studies. Employees are required to be registered Civil Engineers in the State of California and report directly to the City Engineer or the Transportation Manager.

Supervision Received and Exercised

Receives general direction from the City Engineer or the Transportation Manager.

Typical Job Functions

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.

Plan, manage, supervise, and coordinate the activities of either the Development Services or Transportation Divisions of the Public Works Department.

Coordinate activities with those of other departments and outside agencies and organizations.

Assist in the development and implementation of City, departmental or divisional goals, policies, procedures and priorities.

Provide professional and technical engineering support services relative to assigned area of responsibility.

Interpret and apply relevant codes, ordinances, rules and regulations; and as assigned, oversee regulatory agency permits and requirements.

Check plans for accuracy, suitability and completeness, and make recommendations for revision and improvement.

Meet and confer with developers, contractors, engineers, other consultants and the general public relative to City policies, regulations and procedures; coordinate discrepancies and problem situations with a wide variety of outside parties.

Administer and/or oversee the administration of contracts; review and approve payments and billings for contracted services.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Oversee and participate in the review of projects under construction in the field; resolve complaints and problems in the field between the inspectors and developers, contractors and/or engineers.

Oversee and participate in the review of private development proposals including subdivision and parcel maps; recommend for or against approval.

Manage professional consultant contracts for public works activities, projects or programs.

Supervise, oversee and participate in the development or the work plan of the division assigned and/or the Capital Improvement Plan.

Supervise the preparation of the division budget; prepare recommendations regarding staffing, equipment, materials, and supplies.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct performance deficiencies; implement discipline as required.

Assess traffic emergency and safety needs and interests.

Develop plans, specifications and instructions for the installation, operation and maintenance of traffic signals, signing, lighting, pavement marking and design standards.

Prepare annual and long-range street and arterial development programs, need studies, cost estimates, accident statistics analysis, and traffic planning studies.

Represent the department when working with City Council, City Commissions, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as required.

Build and maintain positive working relationships with co-workers, other city employees and the public.

Performs related work as required.

Qualifications

Knowledge of:

Principles and practices of relevant area of engineering expertise as applied to new development, municipal public works, traffic and environmental regulatory design and permits.

Applicable laws and regulatory codes related to development, operations, design and construction.

Traffic and/or environmental engineering.

Methods and techniques used in the design, construction and surveying of a variety of public works projects.

Principles of organization, administration and personnel management.

Ability to:

Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction, traffic safety and traffic engineering, hydrology or utility system and environmental engineering design.

Interpret, review and analyze development proposals, plans and specifications.

Make complex engineering computations and check, design and supervise the construction of a variety of public works projects.

Perform professional and technical support services relative to assigned area of responsibility.

Administer contracts; prepare specifications and write technical reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

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

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

Four years of increasingly responsible civil engineering experience, including one year lead capacity responsibilities or two years of increasingly responsible experience in traffic engineering.

Licenses and Certifications

Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California is required.

Possession of, or ability to obtain, a California driver's license.

FLSA: Exempt
Est. 5/1974
Rev. 9/1996, 5/2000, 1/2006, 10/2017