



Principal Civil Engineer

Class Specification

Revised 9/23

Class ID: 752

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under administrative direction, supervises one or more sections of the Engineering Division; performs advanced level professional engineering work associated with design, development, transportation and/or construction activities; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Engineer. Exercises supervision over professional engineering and technical support staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced management class in the engineering series. Incumbents are responsible for managing one or more sections within the Engineering Division and the day-to-day supervision, review and delegations of duties. The Principal Civil Engineer class typically has greater administrative responsibility for complex projects, long and short-range planning, and budget control and review. This class is distinguished from the City Engineer in that the latter has managerial responsibility for all sections, functions and activities within Engineering.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct and coordinate the work of professional and technical engineering staff.

Exercise direct supervision over assigned engineering personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Prepare budget requests for section(s), supervise and monitor expenditures.

Review non-routine projects submitted and determine processing requirements, schedules, order of priority, problem areas, and assign necessary related tasks.

Periodically review progress of staff on assigned projects and check completed work including reports, engineering designs, and completeness of construction inspections.

Participate in the selection of consulting engineers, negotiate fees, draft agreements, outline project objectives and City requirements, provide project management such as administration of contracts, and review and recommend approval of engineering designs.

Conduct field inspections of projects in progress.

Negotiate and recommend approval of contract change orders; authorize changes in planned construction when warranted by field conditions.

Assist in preparation of operating budget for Engineering Division and participate in the budget review process; assist in preparation of capital improvement budget for City's proposed construction programs.

Review capital needs, arrange for cost estimates, and recommend priorities.

Supervise the processing of encroachments into the public right-of-way and assist in the resolution of design and construction problems.

Direct the review of tentative maps, plans, development contracts and special agreements; meet with developers, engineers, and representatives of public and private agencies to resolve problems.

Administer all aspects of assessment district formation including coordination with involved parties, review of plans and specifications, and preparation of related reports.

Conduct or direct special studies involving programs of the section(s) supervised.

Participate in review of private development proposals including subdivision maps; supervise the preparation, updating, and maintenance of city maps and records.

Attend meetings and make presentations to City Council, Planning Commission, and other public and private groups.

Prepare Federal and State grant applications; oversee the appropriate use and expenditure of grant funds received.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Act as the City Engineer in their absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works civil and traffic engineering.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Methods, materials and techniques in the design, construction, and maintenance of public works projects.
- Current office procedures and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Skill or Ability to:

- Direct one or more sections of the Engineering Division.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently apply various rules and procedures; and explain and interpret policy.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.

- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train, and evaluate personnel.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications 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 six (6) years of increasingly responsible experience in professional civil engineering work, including three (3) years of supervisory and project management responsibility.

License and Certificate:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Current registration as a Civil Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections will be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or more with appropriate equipment or staff assistance. Employees must be available to attend day and evening meetings, at various sites within and outside the City.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees will work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.