



Senior Civil Engineer

Class Specification

Revised: 9/23

Class ID: 751

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, directs, and supervises public works engineering operations; coordinates engineering activities with other divisions or departments and the public; and performs high level professional engineering work associated with design, development, transportation and/or construction activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

DISTINGUISHING CHARACTERISTICS

This is the first management-level class in the professional engineering series. Incumbents are responsible for managing a section within the Engineering Division, including planning, organizing, supervising, reviewing, and evaluating the work of professional engineering staff as well as providing professional level support to assigned management staff in a variety of areas of expertise. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct and conduct engineering activities related to both public and private projects.

Coordinate and administer programs involving storm water quality, public utilities, pavement management systems and other programs related to public works operations; perform construction inspections.

Conduct engineering studies and investigations, including hydrology and hydraulic calculations.

Review and approve private development and public improvement plans, encroachment permits and other permit applications.

Supervise the preparation of, or develop, engineering plans, specifications and estimates for major and minor street and park projects; solicit and review bids and make recommendations for project award and acceptance.

Assist in the development and management of the City's Capital Improvement Plan.

Direct, oversee, and participate in the development of the City's Landscaping and Lighting Districts; establish assessment districts; retain counsel; prepare or facilitate the preparation of Engineer's Reports; conduct public hearings; and file required legal documents.

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.

Plan, prioritize, assign, supervise and review the work of staff involved in public works engineering operations.

Evaluate operations and activities of engineering division; recommend improvements and modifications; prepare various reports on operations and activities.

Assist with the preparation of the engineering division budget, including cost estimates for budget recommendations; submit justifications for staff, materials, and equipment; monitor and control expenditures.

Provide administrative and technical guidance and support to other City divisions, departments, and the public on new and re-development issues, including storm water management requirements, street and park maintenance/construction programs, and traffic calming management programs.

Represent the City to outside agencies and organizations; answer questions and provide information to the public; participate in outside community and professional groups and committees; and provide technical assistance as necessary.

Assist with Federal and State grant applications; monitor 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.

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, computer systems, and software applications.
- 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:

- Organize and direct the Engineering Division operations.
- Analyze budget and technical reports; prepare, understand, and evaluate staff reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Understand, explain, and apply City and departmental policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Use computer programs required in professional engineering and office work.

- 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 five (5) years of increasingly responsible experience in professional civil engineering work, including two (2) 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 may 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 may 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.