

## **SENIOR CIVIL ENGINEER**

### **DEFINITION**

To perform professional and technical Civil engineering duties requiring specialized knowledge; to plan, organize, direct and supervise assigned staff engaged in municipal public works Engineering Division; Capital Improvement Projects (CIP) including planning, design review, construction, plan checking, inspections, and special studies and reports; and to provide highly responsible professional support to assigned management.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the professional Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing special projects and inspections and providing direct supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director/City Engineer.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for engineering programs and projects; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in a variety of professional and technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special studies, issuance of special reports and various related engineering maintenance duties.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing and projects; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare estimates and reports, design studies, analysis, and estimates for new or modified services and facilities as well as long-range City maintenance and capital improvement needs and recommend specific proposals; act as project manager to oversee the completion of complex engineering assignments and projects; perform complex calculations and estimates of construction costs; manage projects with multiple grants and funding sources.

Oversee public bidding process; negotiate and award bids; prepare and administer construction and professional service contracts and agreements and conditions of approval; review private development projects.

Review and check plans for conformance with design standards, codes and regulations; approve and process plans and projects through the various phases through construction; make field inspections and reviews of projects under construction to ensure proper execution of critical structural phases as designed and shown on approved plans.

Coordinate public works activities with other City departments, divisions and sections and with outside agencies, consultants, engineers, contractors and other stakeholders; provide technical engineering assistance for other City departments.

Make or prepare agenda items and presentations before staff, City Council, governing bodies and communities; respond to public inquiries and concerns regarding projects, City infrastructure and other related matters.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Serve as Acting Public Works Director/City Engineer, in the absence of the Public Works Director/City Engineer.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of supervision, training and performance evaluations.

Principles and practices, methods, materials, equipment and tools used in advanced municipal Civil engineering and design.

Methods and procedures of procurement requirements, contract administration and engineering cost estimating.

Principles and practices of public works construction methods, materials and practices, including construction safety methods.

City engineering and Public Works Department policies, and other standards, requirements, codes and procedures.

Advanced mathematical calculations used in engineering work.

Current developments, literature and sources of information regarding engineering.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform the most complex duties related to professional and technical Civil engineering duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and related tasks.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Provide direct supervision over assigned staff; effectively train staff.

Interpret, apply and ensure compliance with engineering standards.

Perform accurate complex engineering calculations and estimates of costs and manage projects with multiple grants and funding sources.

Understand, review, approve, process and administer engineering applications, contract documents and agreements, construction budgets, consultant scopes of work documents and Requests for Qualifications (RFQ) and Requests for Proposals (RFP).

Conduct engineering and construction plan checks, design reviews and inspections.

Use and care for engineering, surveying and drafting tools, equipment and instruments.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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:

#### Experience:

Two years of responsible journey experience similar to Associate Engineer with the City of San Pablo.

#### Training:

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

### License and Certificate

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

Possession of and maintenance of registration and license as a California Civil Engineer by the California State Board of Registration for Professional Engineers.

REVISED: JUNE 2003; FEBRUARY 2019  
FLSA: EXEMPT