



JOB DESCRIPTION

SENIOR CIVIL ENGINEER

DEFINITION

Under the direction of the Director of Public Works/City Engineer, performs professional civil engineering work related to supervising, designing, planning, reviewing, and inspecting public works and private facilities and developments; performs technical and feasibility studies and makes recommendations based on the results; functions as project engineer; and does related work as required.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

(E) Essential Duty; (M) Major Portion of Time

- Perform and supervise professional engineering work in the design and construction of streets, sidewalks, water and sewage facilities, drainage structures, airport facilities, park or recreation facilities, and other public works. (E, M)
- Assist in the development of goals, objectives, policies, and priorities.
- Supervise, train, and evaluate assigned staff, such as assigning work, performing performance evaluations, assisting in personnel actions, supervising project progress, and providing technical assistance. (E, M)
- Perform and supervise plan checks and design review for adherence to codes and acceptable engineering standards and make various recommendations for improvements.
- Approve and sign plans and maps for Public Works improvement projects, under the direction of City Engineer. (E)
- Work with the public to answer questions and provide technical information.
- Assist in the preparation and administration of the budget.
- Assist with traffic engineering work.
- Coordinate engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Conduct and supervise field inspections of municipal contract construction and repair work, provide assistance, prepare change orders, recommend payments, and ensure that all phases of construction meet contract specifications.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Prepare special engineering studies and reports.
- Work with developers and private engineering firms to coordinate the construction of new subdivisions. (E, M)
- Represent the City in the community and at professional meetings as required. (E)
- Prepare reports and present them before the City Council, as required. (E)
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles and practices as applied to municipal public works, including project planning, development, design, and construction, and the maintenance of public improvements.
- Traffic engineering and traffic signal design.

- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Principles and practices of organization, administration, budget, and personnel management.
- Pertinent State, Federal, and local rules, regulations, and ordinances.
- Computer skills including word processing, spreadsheets, database, Autodesk Land Desktop and GIS applications such as ESRI Arcmap.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Perform technical engineering work of a complex nature.
- Prepare plans and drawings neatly and accurately.
- Understand and interpret engineering construction plans, specifications, contract documents, complex technical and legal documents, maps, and technical drawings and plans.
- Perform technical research and solve difficult engineering problems.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Supervise, train, and evaluate assigned staff.
- Establish cooperative and effective working relationships with those contacted in the course of work.
- Adjust workload to changes and work under stress to meet deadlines.
- Write and comprehend legal descriptions.

Experience:

Four years of progressively responsible professional work experience in the field of civil engineering or a closely related field. Supervisory experience desired.

Education:

Equivalent to a Bachelor's of Science Degree in Engineering from an accredited college or university, with major course work in civil engineering.

Necessary Special Requirements:

- Possession of a valid certificate of registration as a Civil Engineer issued by the State Board of Registration for Civil and Professional Engineers is required.
- Possession of an appropriate, valid California Driver's License is also required.

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