

SENIOR ENGINEER**DEFINITION**

Under the general direction of the Public Works Director. This position is in the Mid-Management Compensation Group. An incumbent in this classification performs difficult professional civil engineering field and office work in the planning, designing, constructions and/or maintenance of programs. Will interact daily with the public and consultants to provide professional direction and information on specific programs and projects. Will perform engineering assignments on a wide range of municipal projects of moderate to high complexity and provide leadership and supervision to professional and paraprofessional engineering staff to direct the activities of the Engineering Department, provide supervision, guidance and direction to Engineering Personnel.

FUNDAMENTAL OBJECTIVE

This position reports to the Public Works Director and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an effective departmental operation, consistent with policies and administrative guidelines established by the Public Works Director, City Council and the City Manager. The incumbent will function as a member of the City's mid-management team, and shall be a vital part of daily operations including, but not limited to: Building Department Liaison, Private Development Public Improvement Conditioning, Design, review and preparation of plans/bid documents, Grant application preparation, contract administration, development inspections, design consultant liaison, Grant Project Management, Public Improvement Project Management, and may serve as City Engineer. AN effective incumbent will participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization and shall assume additional responsibilities as assigned, and perform related duties as required.

ESSENTIAL FUNCTIONS

Duties include, but are not limited to the following:

Under general supervision:

- Conduct studies and analyses of engineering projects or problems, and prepares technical reports on matters of public interest, including City infrastructure and transportation planning activities, public works maintenance programs, public works projects and other municipal or public facilities (e.g., storm drains and sanitary sewer systems, urban roadways, bridges, traffic and transportation system, and public buildings)
- Prepare and manage the preparation of preliminary, final design, and contract documents (plans, specifications, and cost estimates) for a wide variety of municipal public works projects such as those described above, including Federal Highway Administration and State Grant Projects

- Shall assist with the department's annual and five-year capital improvement budgets and the operating budget
- Update the City Standard Specifications, Standard Details, and Design Criteria
- Supervise the management and maintenance of engineering records and drawings
- Prepare and administer grant funding applications and reports
- Oversee inspection and testing of public works projects and Encroachment Permit projects
- May manage the City's Federal Emergency Management Agency (FEMA) Community Rating System (CRS) Program
- May manage operation of City traffic signals and transportation systems
- Provide construction management, construction contract administration, and consultant contract administration for public works projects
- May prepare or review for adequacy work necessary to accomplish assessment districts
- Check plans submitted by private engineers and other public agencies for compliance with City standards related to public facilities and infrastructure
- Prepare and administer request for proposals and consultant contracts for various projects including, but not limited to, public works projects, public buildings, environmental issues and studies
- Coordinate engineering activities with other City departments and other public agencies having interest in the public work
- Prepare and supervise preparation of plans, maps, plats, land descriptions, charts, diagrams, specifications, and reports
- Supervise and train other professional or paraprofessional engineering personnel
- Direct and coordinate land surveying activities
- Write, review and edit City Council agenda reports and engineering reports
- Prepare and check subdivision maps, easement documents, and other title documents
- Calculate and collect development fees
- Manage the City's Encroachment Permits Program
- Review and write conditions of approval for proposed development
- Provide technical information to other City departments and to the general public

- Represent the Department in community, other public agency and professional meetings
- Act as the Traffic Engineer, Floodplain Manager and Building Official in the Public Works Directors absence
- Perform other related duties as assigned
- Meets with members of the public including local developers, members of the business community and citizen groups to explain City policies, procedures, goals and objectives; negotiates agreements and resolves difficult public works related problems and questions.
- Serves as technical advisor to the City Council and the Planning Commission; serves on a variety of committees and commissions; advises other members of City management in matters related to public works activities and programs, subdivisions and development construction.
- Selects, trains, motivates and evaluates staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; recommends employee terminations as necessary.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Example combinations include:

- A Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology (ABET)
- Three (3) years of progressively responsible experience in civil engineering office and field work performing professional level engineering work, and some supervisory experience.

Possible Substitutions:

- A Master's Degree in any branch of Civil Engineering from an accredited college or university may be substituted for one (2) year of experience

LICENSES & CERTIFICATIONS:

- Possession of a valid California Class C driver's license is required at time of appointment and for duration of employment
- Registration as a Civil Engineer in the State of California is preferred at time of appointment and for duration of employment; at a minimum must be able to obtain Registration as a Civil Engineer in the State of California within three (3) years of date of hire.
- Other licenses and certificates directly related to the Civil Engineering field (e.g. Geotechnical Engineer, Traffic Engineer, Structural Engineer, Land Surveyor, Qualified

Storm Water Pollution Prevention Plan Developer (QSD), Qualified Storm Water Pollution Prevention Plan Practitioner (QSP)) is desirable

OTHER REQUIRMENTS

- Must be able to perform all of the essential functions of the job assignment
- May be required to work shifts, weekends, and odd and unusual hours in the performance of duties and emergency situations

KNOWLEDGE OF:

- Principles, practices, methods, and techniques of civil engineering as applied to the planning, design, construction, repair, maintenance, and operation of urban roadways, storm drain and sanitary sewer systems, bridges, traffic and transportation systems including, but not limited to land surveying, grading and drainage, hydraulics of open channel and pipe flow, highway engineering, traffic and transportation engineering, economic analysis, construction testing and inspection, strengths, properties and uses of material for public works projects, soil investigation, structural analysis, drafting, report writing, mapping, and project technical specification writing
- Federal, State and local laws, codes, ordinances, regulations, and policies pertaining to public works projects and transportation infrastructure operation
- Approved construction and field safety standards, practices, and procedures related to public works projects
- Hydrology
- Transportation planning and traffic signal operation
- Project and construction management
- Consultant and construction contract administration
- Means, methods, materials and equipment used in construction of public works projects
- Project cost estimating and project plan preparation
- Principles of supervision and training
- Computer applications (e.g., Microsoft Office Suite, project management software, scheduling tools, computer-aided design (CAD) with civil engineering modules and geographic information system (GIS))
- Environmental and safety practices, procedures and standards

ABILITY TO:

- Comprehend, carry out and issue oral and written technical instructions;
- Prepare, review, interpret and evaluate plans, specifications, cost estimates, proposals, land surveys and engineering reports for public works projects;

- Read, interpret and apply laws, codes, ordinances, regulations, and policies governing public works projects and transportation infrastructure operation
- Maintain records, logs and databases
- Prepare comprehensive engineering and administrative staff reports
- Perform quantity take-off work from construction plans
- Compile and analyze data, prepare reports and make recommendations
- Make accurate mathematical calculations and engineering computations and drawings
- Effectively communicate both orally and in writing
- Prepare and make public presentations
- Write clear, concise reports, using correct composition, English grammar and spelling
- Supervise and train other professional or paraprofessional engineering personnel
- Analyze facts and to exercise independent judgment
- Grasp new ideas and concepts
- Understand and use administrative and engineering computer applications and software (e.g., project management software, Access, Excel, PowerPoint, Outlook and Word, computer-aided design and drafting (CADD) with civil engineering modules, and GIS)
- Use drafting and survey instruments, and other engineering aids
- Operate personal computer, plotter, and other standard office equipment
- Interact, establish, and maintain effective working relationships with those contacted in the course of work including the public, other agencies and coworkers
- Work in a team based environment to resolve problems, achieve common goals, and successfully deliver projects
- Deal tactfully and courteously with others
- Focus on the important matters, effectively handle multiple priorities, organize workload and meet deadlines
- Make sound decisions in a manner consistent with the essential job functions
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties

PHYSICAL PROFILE:

Category I; 7.