



SENIOR CIVIL ENGINEER

DEFINITION

Occupants of this classification are in the classified service. This is a middle management classification in the engineering series. The incumbents in this classification are may be responsible for assisting the Deputy Public Works Director/Engineering in with fiscal and general administrative responsibilities and in supervising and coordinating the activities and technical personnel of either the Engineering Division or the Environmental Programs Division. The work performed may vary considerably based upon the division to which the position is assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Engineering Services Manager or the Environmental Programs & Operations Manager Deputy Public Works Director/Engineering. Responsibilities may include supervision of Associate Civil Engineers, Assistant Civil Engineers, Senior Engineering Technicians, Engineering Technicians, Associate Analysts professional, technical, administrative, and/or clerical staff support.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. 1. Prepares comprehensive reports for City Council, Commissions and committees; letters to the public and other agencies; memorandums to other divisions and departments.
2. 14. Outlines survey work and reviews work in progress; checks and approves completed assignments which include surveys, topography, centerline ties, bench marks, and controls for civil engineering designs and maps.
3. 2. Supervises the preparation of engineering plans and specifications for various types of public works improvements or ensures compliance with federal, state, and local stormwater quality and recycling laws. Plans and specifications may relate to such as streets, parks, storm drains, traffic channelization and signalization, City buildings and structures, etc.
4. 15. Researches various projects being contemplated; prepares preliminary designs, calculations, and estimates required in evaluating and making major decisions with respect to the preparation of the final designs, plans, and specifications; prepares final specifications; prepares reports and correspondence as required.

5. 16. Supervises the preparation of and/or prepares and interprets legal descriptions for annexations, sales of City property, easements, right-of-ways, abandonments, dedications, acquisitions, etc.
 6. 17. Supervises the checking of subdivision maps and improvement plans and identifies changes that must be made in order for them to conform to good engineering practice and comply with applicable laws, codes, ordinances, and City regulations.
 7. ~~Answers inquiries~~ 3. Responds to requests for information regarding ~~to at the public counter relating to various engineering related matters or environmental management programs at the public counter or in writing. Requests for information may pertain to environmental programs, such as legal descriptions, survey information, assessment districts, street and alley improvements, and many other similar matters.~~
 8. 18. Supervises and participates in performing various computations required for engineering projects such as survey closures, areas, curves, grades, quantity and cost estimates, and traffic counts.
 9. 4. Maintains accurate budget and expenditure records on various projects, projects through the planning, design and construction stages. Prepares project reports and cost estimates.
 10. 5. Assists with and/or prepares annual Engineering Division operating budget and the Capital Improvement Budget.
 11. 6. Assists with and/or prepares State and Federal grant applications, Capital Improvement Program.
 12. 7. Reviews and recommends for approval invoices received for professional services, contract construction costs and, as well as for services, supplies, and materials required for the functioning of the Engineering Division.
 13. 8. Prepares Requests for Proposals for professional services, reviews proposals received and prepares analyses and recommendations on them for consideration by the Redevelopment Agency and/or City Council.
 14. 9. Monitors the performance of consultants under contract with the Redevelopment Agency and/or the City to guarantee that work is being performed on schedule and in accordance with the terms of the contract.
 15. 10. Maintains liaison with representatives of other governmental agencies, utility companies and engineering firms.
11. Compiles and analyzes data and programs and makes recommendations to assist in the formulation of policies and procedures.
12. Gathers data and compiles required reports including, but not limited to, National Pollution Discharge Elimination System (NPDES) reports, AB 939 reports, and Wastewater Discharge Requirements (WDR) compliance reports.
13. Participates in Environmental Impact Report / California Environmental Quality Act (EIR/CEQA) review for approved projects including preparation and monitoring of mitigation plans.

19. Coordinates site visits with other agencies to bring private concerns into compliance with existing rules, policies, and regulations.

20. Prepares information for dissemination to the general public regarding water conservation, storm water pollution, recycling, and other environmental programs.

21. Attends and participates in professional group meetings to stay informed of new trends and innovations to improve City projects, programs and facilities, e.g. water, wastewater, stormwater, environmental fields, etc.

MINIMUM KNOWLEDGE, SKILL AND ABILITY

Knowledge of:

- Civil engineering theory and practice as applied to design, construction and inspection of public works projects and facilities.
- Principles, procedures, standards, practices, trends and information sources in the field of wastewater and stormwater.
- Technical report writing.
- Mechanics of materials.
- Design of City Streets, sewer and storm drain systems.
- Precise horizontal and vertical control surveys and closures.
- Federal, State, and local regulations.
- State and county design standards.
- Fiscal and administrative management of public works projects and State and Federal grants.
- Principles of organization and budget management.

Skill and Ability to:

- Communicate clearly both verbally and in writing.
- Supervise and participate in the design and preparation of plans and specifications for public works improvements.
- Plan, direct, and supervise the work of other engineers and technicians.
- Conduct technical research and prepare related reports.
- Supervise the maintenance and organization of engineering files, plans, and records.
- Administer contracts for public works projects.
- Establish and maintain effective working relationships with management, subordinates, City staff, and the public.

LICENSE AND CERTIFICATES

Possession of registration as a Professional Civil Engineer in the State of California, and a valid State of California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in civil engineering and three (3) years professional level experience in municipal engineering at a level comparable to Associate Civil Engineer.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.