

**City of San Rafael
Job Class Specification**

Job Title: Senior Civil Engineer (SRSD)

SUMMARY

Plans, organizes, directs and oversees the Engineering services of the San Rafael Sanitation District. Provides administrative, professional and technical assistance to the District Administrator and acts on behalf of the District Administrator as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: This list is meant to be representative, not exhaustive. Duties performed would include San Rafael Sanitation District CIP projects. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Plans, supervises and performs professional engineering work in the design and construction of public capital projects, specializing in sanitary sewers, force mains, pump stations and related facilities.
- Supervises the preparation of plans, project specifications, inspections, legal descriptions, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Sanitation District standards and policies.
- Supervises trains and evaluates assigned staff.
- Meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from the public and provides technical information to outside Agency staff, Board of Directors and the public.
- Prepares comprehensive technical and staff reports in verbal and written form to the District Administrator, and Sanitation District Board of Directors.
- Coordinates engineering activities and capital projects with other agencies.
- Reviews, approves and signs engineering drawings, plans and specifications and other legal documents as the responsible Professional Engineer.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Manages and develops the District's mapping and Geographic Information System.
- Manages and develops the Districts Sanitary Sewer Management Plan. Coordinates programs and strategies with Central Marin Sanitation Agency and other agencies.
- Supervises and manages the application of Grants for District projects from Federal, State and local funding sources.
- Prepares the bi-annual District Budget for review by the District Administrator.
- Reviews and approves all District payments to consultants, contractors and vendors.
- Calculates sewer connection fees.
- Provides administrative support to the District Administrator.
- Administers District programs such as Annexations, sewer main extensions and "Buy back Agreements"
- Performs related duties as required.

KNOWLEDGE OF:

Principles and practices of civil engineering, sanitary engineering and administration. Design, construction and operation of sanitary and public works facilities. Methods of preparing designs, plans, specifications, estimates, reports & recommendations. Sewer, pump stations, streets, storm drains, buildings, parks and other public works projects. Laws and codes related to civil engineering, environmental health and sanitary engineering. Principles of organization, administration, budget and supervision. Personal computers and related engineering software.

ABILITY TO:

Supervise a cadre of engineering professionals and paraprofessionals. Perform design engineering. Prepare plans, drawings, specifications, diagrams and make sketches. Deal with contractors, engineers and their representatives. Use a PC and related engineering software. Make complex engineering calculations and prepare plans and specifications. Supervise the preparation of engineering records and prepare technical reports. Evaluate and resolve engineering problems. Establish and maintain effective working relationships; and communicate effectively, verbally and in writing.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor's degree in Civil Engineering. Six years of increasingly responsible public work construction and maintenance experience.

Registration as a Civil Engineer in the State of California.

Valid drivers license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends and indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

Prepared by: Andrew J. Preston

Prepared Date: December 2006