



ATTACHMENT A

CITY OF PETALUMA CLASS SPECIFICATION

Date: 01/22/07

Job Class: 09CESR

Senior Civil Engineer

Summary

Supervise and perform complex professional engineering work in the design, construction, inspection and review of public or private engineering projects.

Class Characteristics

General direction is provided by the Engineering Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

The Senior Civil Engineer performs the most complex professional engineering work which requires a substantial level of professional training and experience. Incumbents are expected to exercise considerable discretion and independent judgment in the supervision, coordination and prioritization of different projects within the area of responsibility as well as in providing direction and technical expertise in the more complex engineering assignments.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills and demands.

Duties:

Supervise and participate in the plan review and permit programs, and private development review and inspection.

Make public presentations to the City Council, Planning Commission, other boards and commissions and at community meetings.

Manage construction contract administration.

Supervise, train and evaluate professional and technical staff.

Prepare and administer or assist in the preparation and administration of the section budget.

Review plans and estimates for construction prepared by private engineers.

Review and make recommendations on technical reports and studies.

Check computations and specified materials for accuracy and conformance within regulations.

Inspect project sites to assist in solution of difficult problems.

Coordinate engineering and plan review related activities with other City departments, divisions, and sections and with outside agencies.

Research, interpret, and apply the City code, and state and federal laws and regulations related to public works, subdivisions and building projects.

Interpret specifications and City policy and make change orders.

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Participate in the selection and supervision of private professional engineers for the development of plans and specifications, studies and reports.

Supervise, review, and participate in the preparation of environmental assessments and studies.

Supervise and participate in the development of plans, specifications, estimates, and work orders for the construction of public works and City projects.

Prepare reports and assist in the preparation of the capital improvement plan and budget.

Review subdivisions of compliance with the Subdivision Map Act and City ordinances and policies and for substantial conformance with approved tentative maps.

Serve as staff to a variety of City commissions, boards, and committees on engineering matters.

Prepare various applications for state and federal grants; initiate and conduct engineering planning studies to identify public works facility needs.

Perform related duties as assigned.

Skills/Abilities:

Successfully perform complex engineering work in a wide variety of engineering projects.

Effectively supervise and direct the work of professional and technical staff.

Apply engineering principles to develop and evaluate alternative courses of action and determine appropriate solutions.

Make presentations to public officials and others.

Prepare clear, concise and accurate reports, records, and correspondence.

Prepare and review budgets and cost estimates.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will 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 the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

A thorough knowledge of principles, practices and methods of civil engineering in a municipal setting.

Program and project development, management, and evaluation.

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Capital improvement cost estimation and contract administration.

Construction methods and equipment.

Applicable laws, regulations, codes, rules and standards.

Computer applications related to the work.

Principles and practices of management and supervision.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in civil engineering or closely related field.

Experience:

Five years of progressively responsible professional engineering experience to demonstrate possession of the knowledge and abilities listed above, including supervisory experience.

Certificates/Licenses:

Registration as a Professional Civil Engineer in the State of California with good standing is required.

Possession of a valid California Class C driver's license.

Established: 01/22/07

Resolution #: 2007-011 N.C.S.

Department: Public Works

FLSA Status: Exempt