



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 a higher-level supervisor or 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.

Plan, design, and construct various capital improvement projects for water system infrastructure (tanks, pump stations, distribution lines), sewer system infrastructure (transmission lines, lift stations, force mains), storm system infrastructure (collection and treatment systems, streets and public right-of-way infrastructure, pedestrian and bicycle facilities, airport facilities, parks and recreation facilities, and other City owned buildings and facilities.

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 and City infrastructure including water, sewer, storm, streets, and other City facilities for operational integrity and to establish capital improvement projects.

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

Obtain environmental compliance and permitting requirements for City capital improvement projects.

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

Interpret specifications and City policy and make change orders.

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 and development plans for compliance with City standards.

Sign and stamp civil engineering documents including various types of studies, reports, and construction documents such as specifications and improvement plans; this includes oversight, review, signing, and stamping documents prepared by CIP staff.

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

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

Participate in and direct efforts in the City's Emergency Operations Center during emergency situations.

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.

Collaborate with and manage multi-disciplinary teams including engineers, architects, and scientists for complex public works projects.

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

Make presentations to public officials and members of the public.

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

Prepare and review budgets and cost estimates.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Conduct and manage public interaction and discourse.

Set and manage expectations with regards to public entities.

Communicate clearly and concisely, both orally 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:

Principles, practices, and methods of civil engineering in a municipal setting.

Program and project development, management, and evaluation.

Environmental compliance and various state and federal agency permitting requirements.

Capital improvement cost estimation and contract administration.

Construction methods and equipment.

Applicable laws, regulations, codes, rules, and standards.

Principles and practices of management and supervision.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to 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 from an accredited college or university with major course work in civil engineering or a related field.

Experience:

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

Certifications/Licenses:

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

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

Established: 01/22/07

Resolution #: 2007-011 N.C.S.; 2021-123 N.C.S.

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Department: Public Works and Utilities

FLSA Status: Exempt