

**City of San Rafael
Job Class Specification**

Job Title: Senior Civil Engineer (PW)

SUMMARY:

Under general direction, the position is responsible for a major engineering section in the Public Works Department dealing with construction, design, technical expertise and applying the broad parameters of departmental policy guidelines; supervises the work of professional and sub-professional engineering personnel and performs professional field and office civil engineering work in connection with a variety of public work projects and/or private construction projects as they relate to offsite improvements..

DISTINGUISHING CHARACTERISTICS:

The class is distinguishable from the Associate Civil Engineer or Traffic Engineer which are the journey level classifications in the engineering job class series. The Senior Civil Engineer is a supervisory jobclassification and serves as a technical advisor to professional engineering staff, project leader on assignments requiring considerable professional knowledge, and exercises substantial initiative, judgement and expertise in supervising specialized engineering program outcomes, including training and supervising professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed and other related duties may be assigned.

- Plans, supervises and performs professional engineering work in the design, construction, and review of all aspects of capital projects; including but not limited to Streets, City Owned Property, Drainage and Traffic projects and private construction.
- Supervises and directs the preparation and review of plans, project specifications, inspections, and other engineering work performed by staff members and consultants.
- Supervises staff directly and/or indirectly; selects and develops staff; plans, reviews and evaluates work; initiates and recommends disciplinary and other personnel actions.
- Manages complex construction projects and consultants; and meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from staff, the public, and provides technical information to internal and outside Agency staff, City Council and the public.
- Prepares comprehensive technical and staff reports in verbal and written form to the City Council and Department Directors.
- Coordinates engineering activities and capital projects with other divisions, departments and external agencies and stakeholders.
- Prepares, reviews, approves and may sign engineering drawings, plans and specifications and other legal documents for the City Engineer.
- Ensures compliance with the Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Reviews and approves progress payments to consultants, contractors and vendors.
- May serve as a witness in court; may represent the department at public hearings and before the City Council and various commissions.
- Performs related duties as required

KNOWLEDGE OF:

- Principles, practices and techniques of municipal civil and/or traffic engineering in order to thoroughly review, manage, and evaluate projects from inception to completion.
- Principle, practices, methodology of employee supervision, including work planning reviewing and evaluating.
- Understanding of Laws and codes related to civil engineering, accessibility codes, and projects related to civil engineering and traffic engineering.
- Principles of organization, administration, budget and supervision.
- Personal computers and related engineering software

ABILITY TO:

- Plan, organize, supervise, review and evaluate the work of staff and effectively recommend selection of staff, disciplinary actions and other personnel matters; and train staff in work procedures.
- Analyze budgetary and staffing needs and make sound independent recommendations.
- Effectively implement new policies and procedures.
- Apply principles of logic and scientific reasoning to develop and evaluate alternative courses of action and determine appropriate solutions.
- Read, understand, and interpret complex technical and legal documents, maps technical drawings and other engineering material related to hydraulics, soil mechanics, surveying, traffic systems, and other municipal engineering related subjects.
- Effectively communicate to convey technical information and give instructions.
- Listen attentively, conduct and record clearly and concisely with technical accuracy.
- Adjusts to workload changes and work under stress to meet deadlines
- Maintains effective working relationships with all levels of representatives from governmental and private agencies, construction and consultant contractors, coworkers and the general public.
- Prepare plans, drawings, specifications, diagrams and make sketches.
- Use a PC and related engineering software.
- Evaluate and resolve engineering problems.

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.
- Five (5) years of increasingly responsible post degree engineering experience managing complex construction, maintenance, and/or traffic projects and consultants.
- A master's degree may substitute for 1 year of post degree engineering experience.

LICENSES:

- Registration as a Civil Engineer in the State of California.
- If position is serving within the Traffic Engineering Division, candidate must also possess a California Professional Traffic Engineer License.
- 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 regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl, lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. 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: Kevin McGowan

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FLSA status: Non-exempt