

Senior Engineer

DEFINITION

Under general direction of the Public Works Director/City Engineer, plan, design, assign, supervise, and review engineering activities of public works projects; administer construction contracts and coordinate projects; develop and implement long range department planning; and perform a variety of related technical and professional engineering work in the area assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. Responsibilities include the direct and supervision of engineering staff.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise, and review the work of staff responsible for providing engineering services in the Public Works Department.
- Recommend and assist in the implementation of goals and objectives.
- Establish schedules and methods for providing engineering services.
- Implement policies and procedures.
- Oversee and participate in the review of plans and maps submitted by private engineers and developers for conformance to applicable codes, standards, and engineering design principles.
- Perform administrative duties associated with private development approvals such as preparing agreements, collecting fees, obtaining dedications, and coordinating with other agencies and City departments.
- Provide engineering and administrative support to inspector during construction of developments and public works facilities.
- Oversee and participate in checking legal descriptions and subdivision map boundaries, parcel maps, and records of survey maps for agreement with and reasonable interpretations of data found in maps and deeds previously recorded.
- Supervise and participate in the design of capital improvement projects such as streets, storm drains, wastewater collection, and other public infrastructure.
- Prepare construction plans, contract documents, and cost estimates ensuring conformity with state, federal, and local requirements.
- Coordinate with public works operations and maintenance staff.
- Coordinate permitting of projects and interaction with regulatory agencies.
- Monitor project budgets and schedules.
- Supervise and participate in preparation of requests for qualifications and proposals from consultants for a variety of public works projects; assist in the selection of consultants; prepare consultant agreements; and review and manage the work of consultants.
- Supervise and participate in the review and preparation of comments and/or conditions for public works aspects of Planning Department projects including, but not limited to, general specific area plans, use permits, design permits, and building permits.
- Participate in budget preparations and administration; prepare cost estimates for budget recommendations.
- Participate in the initial planning of projects to be processed and assist in establishing schedules and budgets.
- Represent the Public Works Department at Pre-Application Committee meetings.

- Attend City Council, Planning Commission, and other meetings in the absence of the Public Works Director.
- Perform or delegate the investigation of field problems and collection of data; develop recommendations and meet with parties to discuss and implement recommendations.
- Coordinate with other City Departments on engineering related issues and act as liaison between the City, contractors, consultants, and developers in responding to and resolving questions.
- Prepare written recommendations, correspondence, and reports on assigned projects.
- Participate in the selection of professional and technical staff.
- May participate in engineering inspection.
- Participate in professional organizations; research publications and industry information sources; and attend continuing education courses to keep abreast of new developments and legislation in the field of public works engineering.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation and control.
- Comprehensive public works engineering programs.
- Principles and practices of civil and structural engineering as applied to public works, utilities, or building construction projects.
- Methods, materials, and techniques used in the construction of public works, utilities, or building construction projects.
- Advanced principles of design and construction.
- Customer service methods and techniques.
- Computer software programs.

Ability to:

- Plan, organize, and supervise the work of professional and technical staff.
- Train and evaluate subordinate staff.
- Interpret complex engineering plans and specifications.
- Apply applicable laws, regulations, codes, and department policies.
- Apply City land use development codes.
- Perform routine civil engineering drafting work.
- Review and evaluate plans, specifications, and construction estimates for public works projects.
- Prepare and maintain accurate engineering records.
- Read plans and maps.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations.
- Prepare clear and concise technical and general reports.
- Communicate clearly and concisely, both orally and in writing.
- Proficiently use engineering and drafting software, instruments, and equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five years of civil engineering experience in public works engineering, including two years of project management experience.

Education: A baccalaureate degree in civil engineering or closely related field.

LICENSE OR CERTIFICATE

Possession of a Certificate of Registration as a professional civil engineer in the State of California. Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

PHYSICAL REQUIREMENTS

Work is performed in typical indoor environment with some outdoor responsibilities. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; moderate bending and squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.