

## **SENIOR CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, to supervise and coordinate City CIP projects including subdivision inspections and plan review and approval; to review residential, commercial and industrial development projects for conformance with City, State and Federal requirements; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Reviews residential, commercial and industrial development projects for conformance with City, State and Federal requirements; supervises and coordinates City CIP projects including subdivision inspections and plan review and approval; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; coordinates design work and plan checking for subdivisions submitted by private engineers; writes specifications and prepares cost estimates; ensures project conformance with recognized City, State and Federal standards; represents the assigned Division at conferences, meetings, hearings and to regulatory agencies; resolves construction disputes between the City and developers, contractors and the public; attends Planning and/or Utilities Commission meetings; coordinates CIP projects with Planning and/or Utilities Commission; works with various outside agencies in the coordination and completion of projects; performs related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of civil engineering including design, construction and maintenance requirements of subdivision development.
- Advanced engineering mathematics.
- Construction materials, methods and practices.
- Methods and techniques of conducting engineering inspections.
- Principles and practices of engineering project management.
- Methods and techniques of engineering plan review and approval.
- Principles of supervision.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

- Supervise, direct and coordinate the work of professional engineering staff.
- Perform complex civil engineering duties including design work and the preparation of specifications and drawings.
- Review residential, commercial and industrial development projects for conformance with City, State and Federal requirements.
- Supervise and coordinate City CIP projects including subdivision inspections and plan review and approval.
- Read and interpret various engineering designs, plans and specifications.
- Ensure project conformance with recognized City, State and Federal standards.
- Resolve construction disputes between the City and developers, contractors and the public.
- Negotiate, prepare and administer contracts.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Training**

**Experience:** Six years of increasingly responsible civil engineering experience including two years of supervisory responsibility.

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related field.

**License or Certificate:** Possession of registration as a Professional Engineer in the State of California.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity to read and interpret engineering specifications and drawings.