



April 2019  
FLSA: Exempt

## SENIOR ENGINEER

### **DEFINITION**

Under general direction, plans, organizes, and provides direction and oversight for City engineering operations and activities; provides supervision to assigned professional and technical staff; plans, manages, and performs complex professional engineering activities for the CIP (Capital Improvement Program); serves as project manager as assigned on City CIP projects; ensures that functions meet all applicable laws, regulations, and District policies; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Engineer. Exercises general supervision over professional and technical staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position working supervisory classification in the professional engineering series. Incumbents are responsible for planning, organizing, supervising, participating in, reviewing, and evaluating the work of professional and technical staff performing code inspection, engineering design, plan check, and related duties for Public Works projects and initiatives. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Manages CIP, public works, land development, and traffic and transportation projects through all phases including planning, design, construction and implementation, and close-out including defining scope of work and project budgets.
- Prepares engineering specifications, drawings, sketches, and other supporting documentation; reviews and comments on designs, plans, and other work submitted by external consultants, engineers, contractors, and developers for conformance with professional codes, specifications, and City standards.
- Develops consultant requests for proposal for professional and/or construction services; writes specifications; coordinates the bidding process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with engineering

- standards, project specifications, and, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
  - Participates in annual budget preparation for the division, department, and the City's Capital Improvement Program; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
  - Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
  - Designs and conducts complex engineering research projects and studies, analyzes problems, evaluates alternatives, makes sound recommendations, and prepares effective technical staff reports; conducts and reviews mathematical and engineering design computations with precision; checks, designs, and prepares engineering cost analysis; creates preliminary layouts and designs from field and survey data.
  - Conducts field inspections to ensure conformance with design and specifications as well as compliance with local, state, and federal guidelines.
  - Participates in the review and update of engineering standards; reviews industry standards and practices and recommends changes as needed.
  - Provides highly complex staff assistance to the City Engineer; prepares and presents staff reports and other necessary correspondence related to assigned projects to various commissions, committees, and boards.
  - Attends and participates in professional group meetings, conferences, and workshops; stays abreast of new trends and innovations in the field of engineering.
  - Receives, investigates, and responds to difficult and sensitive problems and inquiries in a professional manner; researches information; identifies and reports findings and takes necessary corrective action.
  - Supervises and participates in the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
  - Prepares and administers various grants.
  - Performs other related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles, practices, concepts, and standards of engineering.
- Principles of advanced mathematics and its application to engineering work.
- Principles and practices of project management, budgeting, contract administration, and contractor/consultant oversight.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Recent and on-going developments, technology, current literature, and sources of information related to engineering.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task

coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Manage engineering projects through all phases including planning, design, construction and implementation, and close-out including developing scope of work and project budgets, administering contracts, and overseeing consultants/contractors.
- Apply engineering principles, practices, concepts, and standards to assigned projects.
- Prepare, understand, and interpret designs, construction plans, specifications, drawings, and other engineering documents.
- Independently conduct comprehensive engineering studies, investigations, and analyses.
- Analyze, interpret, summarize, and present technical engineering information and data in an effective manner.
- Make mathematical and engineering design computations with precision and check, design, and prepare engineering plans and studies.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to a bachelor's degree in civil engineering or a closely related field and four (4) years of experience performing professional engineering work equivalent to that of the Associate Engineer, preferably in the public sector. Supervisory experience is desired.

**Licenses and Certifications:**

- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds or more with appropriate equipment or staff assistance.

### **ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.