



# Senior Civil Engineer

Bargaining Group: Management  
Revised Date: September 2021

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## **DEFINITION**

To supervise and participate in the conduct of complicated engineering planning, design, and investigation activities.

## **EQUIPMENT, METHODS & GUIDELINES**

Uses Federal, State and Local laws, policies, procedures and practices; statistical data, knowledge of public works principles and practices; knowledge of statues related to general building practices. Uses City vehicles, telephones, PC terminal and software, calculator, FAX machine, printer and copier. Uses statistical material and a variety of resource materials.

## **WORKING CONDITIONS**

Predominantly inside work. conditions also involve attendance at meetings, including some that are conducted during the evenings. May also include occasional irregular hours.

## **PHYSICAL DEMANDS**

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays). Ability to lift and carry files, blue prints and plan documents.

## **SUPERVISION RECEIVED AND EXERCISED**

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

## **EXAMPLE OF DUTIES**

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

Coordinates, supervises and performs responsible engineering work in connection with municipal public work projects; prepares and supervises the design of engineering plans and specifications for the construction of streets, storm drains, parks, signals and buildings and other improvements; gathers data, makes calculations, and recommends alternatives.

As project engineer, performs design work including preparation of preliminary drawings, finished plans, specifications, and estimates.

Inspects and supervises the checking of structure and/or subdivision plans for conformance to City standards; participates in the final inspection of capital improvement projects for compliance with City specifications; and prepares conditions for land use and development permits.

Interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; supervises right-of-way engineering work; reviews subdivision maps, improvement plans, and other engineering designs for compliance with City standards.

Determines the need for materials, supplies and equipment, and prepares requisitions and requests. Prepares cost estimates for labor, equipment, and material to accomplish various maintenance projects.

Administers the encroachment permit process, including issuance of permits and inspection of the work for compliance with City standards

Make presentations to the City Council, City Commissions, and various public agencies and community groups.

Assist in budget preparation and administration. Supervise, train and evaluate professional and technical subordinates.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of engineering.

Modern methods and techniques used in; the design and construction of a wide variety of public works engineering projects.

Modern developments, current literature and sources of information regarding the assigned area of engineering.

Applicable laws and regulatory codes relevant to design and construction in the area of assignment.

Ability to plan, assign, determine priorities, and supervise work of sub- professional and professional engineering personnel; ability to make independent investigations in the review of engineering problems; ability to determine adherence to engineering specifications on a variety of public works improvement and construction projects.

Ability to explain technical issues to non-professional people and to deal effectively with developers, civil engineers, consultants, City staff, City Council, Commission members and general public.

Ability to interpret diagrams, drawings, specifications, contracts, technical journals and other information pertaining to assigned areas of responsibility.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Four years experience in professional engineering work in area of assignment including one year of supervisory experience.

### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major work in civil engineering or a closely related field.

## **LICENSE OR CERTIFICATE**

Possession of a Certificate or Registration as a professional engineer in the state of California. Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record.