

## PRINCIPAL CIVIL ENGINEER

### **Job Summary:**

Under general direction of the Development Services General Manager, manages and performs complex and technical engineering duties in the design, coordination and direction of Public Works civil engineering projects including capital improvement; trains, manages, assigns and reviews the work of assigned personnel or consultant; performs the land development functions of the work group.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Manages Public Works civil engineering projects and related activities; supervises and participates in the preparation and review of complex civil engineering designs, plans, contracts, specifications and cost estimates; coordinates and reviews the work of consultants for projects; schedules and assigns work to ensure completion of projects according to established time lines.
2. Establishes and manages the City's Capital Improvement Program.
3. Reviews plans, specifications, contracts, consultant proposals and agreements for the City's capital improvement projects within pre-established guidelines and criteria.
4. Reviews a variety of construction, excavation and other permits issued by Public Works to developers; approves legal descriptions and signs engineering plans as supervising engineer.
5. Oversees and participates in project site inspections and reviews plans and projects to ensure compliance with applicable codes, ordinances and regulations.
6. Reviews and provides technical information concerning local codes, regulations, policies and ordinances related to civil engineering.
7. Selects, trains, manages and evaluates subordinate staff; assigns and reviews work.
8. Coordinates communication and projects with other City departments, governmental and private agencies, consultants, architects, contractors, vendors and the general public.
9. Manages and participates in the work group's subdivision review process including setting conditions of approval and attendance at Planning Commission meetings.
10. Compiles and analyzes technical data and prepares reports concerning projects and related activities.
11. Responds to questions and complaints from the public concerning assigned engineering functions.
12. Prepares reports and council agenda items.
13. Prepares and manages the division's budget.
14. Prepares and processes requests for proposals (RFPS); administers contracts.
15. Represents the City/work group at meetings with staff, outside agencies, City commissions and committees.
16. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree in civil engineering and five years of full-time, paid licensed professional civil engineering experience including one year in a supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects and subdivision ordinances, design, construction, inspection and maintenance.
- Topographical and construction surveying.
- Excavation, construction and encroachment permit issuance procedures.
- Materials, tools and methodology of street construction and improvements.
- Principles and practices of management, supervision and training.
- Technical aspects of field of engineering specialty.
- Applicable laws, codes, regulations, policies and procedures.
- Rules and regulations of Federal, State and local funding sources for capital projects.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- Research and analytical methods.
- Personal computer software and hardware.
- Office practices and procedures.
- Effective methods of report writing and presentation.
- Cost analysis.
- Negotiation techniques.
- Project management principles.

**Skill and/or Ability to:**

- Manage and perform complex technical and professional engineering duties in the design, coordination and direction of Public Works civil engineering projects.
- Prepare plans and specifications and review engineering project cost estimates.
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work from blueprints, shop drawings and sketches.
- Supervise, direct and evaluate staff.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationship with others.
- Make effective oral presentations.
- Conduct research and engineering studies.

**License and Certificates:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- May operate a personal computer and other office equipment for prolonged periods of time.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use City and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries to attend meetings.
- Respond to emergency situations.