



SENIOR ENGINEER

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position performs responsible and complex professional level engineering duties and responsibilities. The Senior Engineer is responsible to provide highly responsible staff assistance to the Public Works Director/City Engineer and the Assistant City Engineer.

Classification Characteristics:

This is the advanced journey level within the Engineer series. This classification is distinguished from the Associate Engineer by the level of responsibility assumed and the complexity of duties assigned. Employees at this level perform the most difficult and responsible types of duties assigned to classes within this series. This position is responsible to supervise professional and technical level staff.

Essential Functions:

- Prepare, review, and recommend approval of a variety of technical documents including engineering plans, technical drawings, specifications, designs, cost estimates, contract provisions, engineering permits, engineering calculations, and legal descriptions for a variety of projects; ensure compliance with applicable guidelines and standards; lead discussions regarding engineering projects.
- Serve as project manager on capital improvement projects and environmental studies.
- Direct and review the work of City or contract professional and technical staff and coordinate their work with that of other City departments, outside agencies, contractors, and consultants; provide advice, guidance and technical direction.
- Prepare requests for proposals for contract services; manage contract compliance with outside contractors; ensure work completed is within outlined specifications and City standards; ensure issuance of payments; perform inspections at specific intervals.
- Coordinate with other City departments and outside agencies for plan reviews and permit processing.
- Oversee the maintenance of plans and contract documents including subdivision maps, site plans, lot line adjustments, and easements.
- Participate in the development of design standards and requirements.
- Confer with developers, engineers, and property owners regarding City requirements pertaining to proposed development projects; respond to questions and provide consultative advice.
- Assist in identifying opportunities for improving service delivery methods and procedures.
- Monitor changes in laws, regulations, technology, trends and new developments in civil engineering that may affect departmental operations.

- Compile and analyze data; prepare a variety of comprehensive reports, written correspondence, procedures, and other materials.
- Make public presentations regarding City projects to the City Council, City commissions, and the general public.
- Participate in the selection of engineering staff; provide or coordinate staff training; work with employees to correct deficiencies.
- Participate in the development and implementation of Engineering Division goals, objectives, policies and priorities.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary; resolve complaints concerning the City's engineering function.

Qualifications:

Knowledge of:

- Advanced principles and practices of civil engineering design; construction; cost estimating; contract administration; project development, design and construction.
- Requirements of environmental resource management programs and permitting programs.
- Computer-aided drafting and design.
- Applicable laws and regulatory codes relevant to assigned area of responsibility.
- Methods, materials, and techniques used in the construction of engineering projects.
- Modern developments, current literature, and sources of information regarding engineering.
- Methods and techniques of effective technical report preparation and presentation.
- Principles of advanced mathematics and their application to engineering work.
- Modern office methods, practices, procedures, and equipment including a computer.

Ability to:

- Prepare, design, interpret, and review engineering plans, drawings, studies, specifications, and other contract documents.
- Monitor work quality and progress of work completed by outside service providers.
- Make engineering design computations.
- Interpret and apply City engineering policies and procedures.
- Ensure project compliance with Federal, State, local rules, laws and regulations.
- Respond to difficult and sensitive public inquiries.
- Analyze and compile technical and statistical information and prepare clear and concise reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Select, supervise, train, and evaluate staff professional and technical staff.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible professional engineering experience including one year of supervisory experience.

Training:

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

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of a Professional Engineer (PE) License issued by the Board for Professional Engineers and Land Surveyors.
- Some placements may require designation as a Traffic Engineer (TE) in lieu of Professional Engineer (PE) Licensing.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing, walking, kneeling, squatting, and stooping. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Lift, drag and push files, paper and documents weighing up to 25 pounds. Speaking and acute hearing is required when providing phone and in-person service. Near and far vision is required for reading written reports, work related documents and for completing site visits. Drive motorized vehicles. On occasion may work in and around traffic when conducting field engineering inspections.