

## **SENIOR CIVIL ENGINEER**

### **Definition:**

Under general direction manages a major section or function of the Engineering Department; performs difficult and complex professional civil engineering work to include reviewing a variety of plans, designs and other documents for conformance to standards and specifications; supervises professional and technical engineering staff as assigned; coordinates the work of the function/section assigned with other City departments, divisions and outside agencies and performs related work as required.

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

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Assigns, supervises, instructs and participates in the resolution of matters related to engineering standards, drawing preparation, specifications, estimates and a variety of designs.

Reviews plans and designs for conformance to standards and specifications.

Supervises and participates in the checking of maps and plans of tentative and final subdivisions for compliance with applicable regulations.

Reviews final development plans for the collection of bonds and fees.

Reviews the preparation of legal descriptions and grant deeds for easements and street rights-of-way.

Reviews difficult and complex engineering calculations to include hydrology, hydraulic, super elevation and other calculations.

Manages the selection, training, supervision and evaluation of assigned staff.

Prepares correspondence, contracts, agreements, requests for proposals and engineering estimates related to a variety of projects and maintains related records.

Oversees and participates in difficult and specialized engineering studies.

Negotiates with property owners for the acquisition of property and rights-of-way.

Establishes technical criteria and standards and makes difficult and technical engineering decisions.

Coordinates assigned function/section tasks with consultants, other engineers, developers, contracts, other City departments and outside agencies as needed.

Assists in the preparation of the departmental and capital improvement budget.

Investigates site conditions in the field, attends meetings and represents the City and/or the department as needed and makes oral and written presentations.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

**Class Characteristics:**

Senior Civil Engineer is a multi-incumbent management and professional engineering class in the Engineering Department. Assignments are function/section oriented, broad in scope and require the use of substantial judgment and initiative. Senior Civil Engineer is differentiated from the lower level of Civil Engineer by the Senior's broader scope of responsibility and the assignment of a function/section in the Engineering Department. In addition, a Senior Civil Engineer supervises assigned staff.

**Contacts and Relationships:**

A Senior Civil Engineer establishes and maintains contact with staff in the Engineering Department and staff in other City Departments. Additional contact will occur with members of various commissions, City Council, other governmental agencies, consultants, contractors, vendors and the public.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Principles and practices of civil engineering and design principles.

Methods, materials and techniques used in the construction of public works projects.

Right-of-way acquisition methods and practices.

Advanced mathematics and their application to engineering work.

Effective supervisory and management techniques.

Laws, regulations, codes and ordinances applicable to area assigned including Federal and State laws/requirements.

Recent developments, literature and sources of information regarding civil and structural engineering matters.

Drafting and the preparation of engineering specifications and plans.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

**AND**

**Ability to:**

Design, prepare and review engineering plans, specifications, studies and technical reports.

Conduct difficult and comprehensive engineering studies and prepare administrative and financial reports and recommendations.

Understand and interpret complex engineering construction plans, specifications and other contract documents.

Manage the selection, training, supervision and evaluation of assigned staff.

Produce accurate cost estimates related to assigned function/section.

Perform technical research and solve difficult engineering problems.

Ensure function/section compliance with applicable rules and regulations and prepare progress reports.

Interpret and apply pertinent laws, rules and regulations.

Communicate effectively orally and in writing.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in Engineering or a closely related field from an accredited college or university.

**AND**

**Experience:**

Four years of experience involving the design, construction, inspection and surveying of public works projects.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a Professional Civil Engineer in the State of California.

The City of Fullerton's Conflict of Interest Code requires that the Senior Civil Engineer file financial disclosure statements in accordance with State and local laws.

Must be able to work a flexible schedule to accommodate City needs.

**Other:**

Possession of a valid Land Surveyor's License is preferred but not required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Revised August 2004