

SENIOR CIVIL ENGINEER

PURPOSE

Plans, coordinates, supervises, and reviews engineering work in connection with the design, construction, inspection, and maintenance of public works projects; administers construction contracts and coordinates projects; and provides private development related engineering services.

WORKING CONDITIONS

Work is conducted primarily in an office setting, but includes field visits with exposure to traffic hazard, noise and varying weather conditions. Work includes attendance at evening meetings; as well as occasional weekend or irregular hours.

PHYSICAL AND SENSORY REQUIREMENTS

Must be able to perform tasks requiring: sitting, standing, walking; occasional exposure to chemicals, skin irritants, fumes and solvents; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; the use of sense of smell; acute hearing to distinguish audible alarms; finger and hand coordination; use of computers; and the ability to sit or stand for extended periods of time. May be required to wear personal protective equipment (PPE) appropriate for job assignments; must comply with respiratory protection program and Cal OSHA standards.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Engineer/Director of Utilities. Responsibilities include direct supervision of professional and technical engineering personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level within the professional engineering series and is a Mid-Management classification. The Senior Civil Engineer is assigned a variety of broad, complex and sensitive managerial, supervisory and professional engineering activities. It is distinguished from the Associate Civil Engineer by the level of responsibility assumed including direct supervision of professional engineering staff and the assignment of complex and significant projects and/or program areas.

ESSENTIAL JOB FUNCTIONS - Essential functions may include, but are not limited to, the following:

Participates in the development and implementation of goals, objectives, policies, procedures and priorities.

Plans, supervises, coordinates and performs engineering work in the design and construction of streets, sidewalks, water and sewage systems, drainage structures, and other public works.

Responsible for transportation engineering, traffic engineering and the City's traffic forecasting model. Ability to develop and/or review traffic safety plans for various development projects.

Lead staff member for the local Transportation Advisory Commission (TAC) including responsibility for preparation of meeting agendas, coordination of meetings, and completion of technical studies including traffic counts, stop sign analysis, speed surveys, and sight distance analysis.

Participates in managing the various City Master Plans including water, sewer, stormdrain and streets.

Assists with managing the municipal utility divisions, as assigned including, water, collections and wastewater treatment facility.

Administers and/or oversees the administration of contracts; reviews and recommends approval of payments and billings for contracted services.

Oversees and participates in the review of projects under construction; coordinates the activities of the inspection unit; resolves complaints and problems in the field between the inspectors and developers, contractors and/or engineers.

Oversees and participates in the review of private development proposals including subdivision and parcel maps, lot line adjustments, and improvement plans.

Participates in the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.

Interprets and applies relevant codes, ordinances, rules and regulations.

Meets and confers with other agency officials, engineers, private individuals, developers, and industry representatives to discuss City policies, regulations, procedures, and engineering issues.

Assists in the preparation of the City's capital improvement program; prepares and/or oversees preparation of cost estimates.

Prepares and writes general correspondence, technical reports, statistical reports, and City Council Staff Reports.

Represents the Department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Serves as acting City Engineer as assigned.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction; techniques for preparing designs, plans, specifications, estimates, reports and recommendations related to public works; applicable laws and regulatory codes related to development, design, and construction of public works; contract administration, practices and procedures; principles and practices of organization, administration, budget and personnel management; recent developments, current literature and sources of information regarding civil engineering; principles and practices of supervision, training and performance evaluations.

Ability to plan, coordinate, and prioritize the full range of engineering projects to ensure accomplishment of the division's goals and duties; supervise and participate in the preparation and management of engineering records and comprehensive technical reports; interpret, review and analyze development proposals, plans and specifications; perform plan checking, design, construction and contract management of public works projects; interpret and apply applicable codes, ordinances, rules, regulations and department

policies related to development and construction; develop appropriate standards, policies and procedures related to development review; supervise, train and evaluate subordinate employees; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the performance of required duties.

Knowledge and ability to manage the engineering use of software, databases and networks including, but not limited to, geographic information system (ArcGIS) and computer-aided designs (AutoCAD).

Education and Experience:

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

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

Experience: Minimum of two years of responsible professional level civil engineering experience similar to an Associate Civil Engineer with the City of Dixon.

LICENSE OR CERTIFICATE

Possession of a valid California Class C Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Possession of a current certificate of registration as a licensed Professional Civil Engineer issued by the State of California.