

SENIOR CIVIL ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the general direction of the Assistant City Engineer or City Engineer this is the professional engineer classification responsible to perform complex engineering calculations and to review development maps and plans for compliance with Federal, State and Municipal Codes and specifications.

DISTINGUISHING CHARACTERISTICS

This position is the advanced journey level class in the engineering series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned personnel including Assistant or Associate Engineers. Positions in this class are flexibly staffed and are normally filled by advancement from the Associate Engineer class.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the development and implementation of goals and objectives; implement policies and procedures related to the engineering division.
2. Assist City Engineer in the preparation and monitoring of the capital improvement program.
3. May provide direct supervision as assigned by City Engineer to professional and technical engineering staff within the engineering division; assign daily work and monitor work progress; evaluate work in progress and provide training and technical assistance.
4. Administer development reviews for site plan approval for streets, utilities, tentative final subdivision and parcel maps.
5. Administer public works construction contracts, supervise quality and exercise control on all public works projects; supervise and perform preparation and maintenance of all required legal descriptions and documents necessary to acquire land, rights of way; and easements; process encroachment requests into City Easements and rights of way.
6. Supervise, oversee and participate in the development of Civil Engineering designs and plans including the calculation of the quantity, quality and cost of materials and the development of specifications related to the assigned project.
7. Participate in the review and approval of subdivision plans; ensure that public improvements comply with City standards, applicable codes, local, federal and state legislation, as well as sound engineering practices.
8. Provide administrative and engineering assistance to developers, contractors, consultants, other agencies and the general public to resolve complaints and problems and ensure successful project completion.

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9. Review the design plans and check results of consulting engineers for compliance with sound engineering principles and City standards and specifications.
10. Resolve work problems and interpret routine administrative policies to subordinates, other departments, contractors, consultants and the public.
11. Coordinate activities with those of other departments and outside agencies and organizations.
12. Assist in budget preparation and administration; maintain budget records and work performance records.
13. Prepare RFP's for design services of different projects.
14. Prepare legal descriptions related to City rights of way and easements.
15. Prepare comprehensive contracts related to construction projects including construction standards, specifications, project schedules and payments plans.
16. Provide information to the public, respond to and resolve citizen inquires and complaints.
17. Perform contract administration and construction management of Capital Improvement Projects.
18. Supervise and oversee survey and construction inspection activities.
19. Direct the preparation and filing of documents and maps related to the assigned area of responsibility.
20. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Engineering principles, programs, procedures, practices, forms, and techniques pertinent to functions within the Engineering Division.

Laws and regulations governing the formation of assessment districts and public works construction.

Budgeting as practiced in public agencies.

Recent developments, current literature and sources of information regarding engineering functions applicable to the Engineering Division.

Principles and practice as applied to computer usage, including but not limited to Auto CAD, spread sheet programs and word processing programs.

Basic principles and practices of project management.

Computer applications to engineering and construction management.

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

Ability to:

Prepare plans and drawings neatly and accurately.

Make engineering design calculations and check, design and prepare engineering plans.

Provide skill in the preparation and presentation of clear and concise written and verbal reports.

Deal effectively with engineers, developers, contractors, property owners and general public.

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

Perform technical research and solve difficult engineering problems.

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Coordinate phases of major construction projects and prepare progress reports.
Conduct comprehensive engineering studies and analyses and prepare reports with appropriate recommendations.
Ensure project compliance with State, Federal, and local rules, laws and regulations.
Interpret and apply pertinent laws, rules and regulations.
Provide direct supervision and training to assigned personnel.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contracted in the course of work.

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

Education/Training:

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

Experience:

Five years of increasingly responsible professional public works engineering experience or two years as an Associate Engineer in the City of Ceres, including lead work or supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license, to be maintained as a condition of continued employment.

Possession of a certificate of registration as a Professional Civil Engineer in the State of California is required. If licensed in another state, must obtain California Professional Civil Engineer within six months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting with exposure to all types of weather and temperature conditions, and travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Senior Civil Engineer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.