

## CITY OF LINCOLN

### SENIOR CIVIL ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, supervises, evaluates and participates in professional and technical engineering work in the design, investigation, project management and construction of street, storm drainage facilities, sanitary sewer facilities; parks, park irrigation systems, water production and distribution facilities, reclaimed water, buildings, and other projects; administers engineering consultant and construction contracts; ensures safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Civil Engineer** is an advanced journey level registered professional engineer class within the City Engineer, Public Services or Community Development department and exercises full responsibility for planning and organizing a variety of assigned engineering projects and directing the work of assigned staff. Incumbents perform complex professional engineering and program management assignments demanding considerable knowledge of various aspects of engineering and related program requirements including land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the Associate Civil Engineer by the level of accountability expected in the performance of the most complex and difficult assignments, and the performance of program management responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the City Engineer, Director of Public Services, or Community Development Director based on assigned department and duties. May exercise direct supervision over professional and technical support staff.

#### **ESSENTIAL FUNCTIONS:** *(may include but are not limited to the following)*

- Performs a broad range of design/project management activities on a variety of public works projects, including street, landscaping, storm drainage facilities, sanitary sewer facilities, parks, water production and distribution facilities and buildings; performs site inspections; develops design procedures; prepare plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness.
- Manages, develops and coordinates assigned program activities such as industrial waste ordinance management, grease trap enforcement, and other City Municipal Code-related activities, including policy development, community education, regional and state program coordination and required infrastructure modifications; recommend program activity budgets.

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- Monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level engineering personnel.
- Assists in the coordination of capital improvement projects with contractors, utility companies and other agencies; administers construction contracts; plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for reviewing design conformance and accuracy of public and private development projects.
- Prepares and provides complex engineering and program reports, correspondence, staff reports, ordinances and resolutions at the direction of the City Engineer, Director of Public Services or Director of Community Development; develops and reports statistics; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints concerning engineering problems.
- Manages the design and development of public works and utility structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; provides advice and instruction to subordinates on design standards and problems from design inception through the construction phase to completion of the project; provides supervision of field work; prepares, reviews and recommends change orders.
- Manages the engineering aspects of private development projects from pre-application through entitlement approval, through plan review and final map approval, and reviews proposed revisions through the construction phase; supervise, review and participate in preparation of environmental assessments and studies, specific plans, and general development plans, financing plans and Development Agreements; manage and review traffic impact analyses, hydrology studies, storm water quality plans, drainage, sewer, and water master plans, improvement plans, final maps and other technical documents; meet with developers to discuss the proposed project or resolve design issues; manage the annexation of territory into the special districts and assist in the formation of special districts (CFDs, Landscaping & Lighting Assessment Districts, Benefit Assessment Districts).
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for services, labor, materials and related resources for public works and utilities projects and/or programs; monitor and control expenditures.
- Monitors and keeps informed of current trends in the field of municipal engineering, including legislation, court ruling and professional practices and techniques; evaluates their impact and recommend policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Civil Engineer**. A typical way of obtaining the required qualifications is to possess Five years of increasingly responsible experience in professional civil engineering, including one (1) year of supervisory or lead responsibility, and a bachelor's degree with major course work in civil engineering or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, procedures, practices and standards of municipal civil engineering; surveying methods and techniques; strength of materials and stress analysis; municipal engineering laws, ordinances, codes, specifications and plans; engineering project inspection methods; modern developments, current literature and sources of information regarding engineering; principles and practices of contract administration; operational characteristics and use of standard equipment used in the engineering profession; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations including City, county and state building codes; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Perform complex engineering computations; check, design and supervise the preparation of engineering plans and studies; plan, organize, direct and evaluate the effectiveness of assigned program activities; effectively exercise supervisory control over complex professional and technical tasks; negotiate and manage construction contracts; perform the full range of professional civil engineering tasks; prepare and administer a budget; safely and effectively operate engineering tools and equipment; interpret, explain and apply applicable laws, codes and regulations pertaining to municipal public works design and construction; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; promote and observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.

**Salary Range:** Refer to Professional Administrative Group Salary Schedule  
**FLSA:** Nonexempt  
**Employee Group:** Professional Administrative Group, Local 39  
**Effective:** July 1, 2017