

ADOPTED JANUARY 11, 2005

(Retitled from DEPUTY DIRECTOR OF PUBLIC WORKS-ENGINEERING)

**SENIOR CIVIL ENGINEER
(REGISTERED)**

GENERAL:

Organize, direct, supervise and coordinate specific work of the City Engineering Department including but not limited to: planning, design, survey and construction of public capital improvement projects and facilities along with engineering assistance for maintenance operations. Perform a wide variety of highly responsible technical and managerial duties.

SUPERVISION RECEIVED AND EXERCISED:

Policy and administrative direction is provided by the City Engineer.

Direct and indirect supervision of professional and technical personnel.

REPRESENTATIVE ESSENTIAL DUTIES:

Participate in the development and implementation of goals, objectives, policies, procedures and priorities as set forth by the City Engineer.

Plan, assign, supervise and review the work of subordinate engineering and/or technical support personnel engaged in the preparation of designs, specifications, estimates and technical reports related to the construction of projects.

Perform the most difficult and complex professional engineering assignments of design and construction. Resolve a variety of complex engineering problems.

Perform field inspections of projects and facilities. Ensure the proper inspection of work in progress and administration of contracts.

Attend and participate in various meetings of the City, developers, contractors and regulatory agencies regarding City engineering matters.

Coordinate departmental activities with other City departments, engineers, developers, government agencies and contractors.

Maintain and update all maps, drawings and records.

Supervise, train and evaluate department personnel.

CITY OF GRASS VALLEY
SENIOR CIVIL ENGINEER
JOB DESCRIPTION

Review and evaluate private improvement plans for impact on public projects and facilities; approve and certify plans as appropriate.

Prepare and review bid packages. Analyze bids received and make recommendations for award of contracts. Administer contracts and change orders.

Review and direct the work of consultants and assure conformance with required standards and specifications.

Coordinate environmental review with Planning Department and other agencies.

Prepare and update comprehensive City standard construction specifications and details.

Prepare and administer City-wide drainage plans. Review and inspect grading and drainage for all public and private projects for consistency with City drainage requirements, including compliance with the National Flood Protection Act.

Assist with the development and maintenance of a Pavement Management System consistent with street and highway funding requirements.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Principles and practices of civil engineering and administration applicable to the planning, designing and constructing of a wide variety of public and private projects.

Mathematics, design methods, uses and strengths of construction materials, various standard specifications, effects of soil conditions, and pertinent laws and regulations related to the design and construction of City facilities and public and private projects.

Laws, codes, regulations, ordinances, resolutions and policies affecting municipal engineering operations or services.

Principles and practices of fiscal control, supervision, personnel administration and management.

Civil engineering practices and methods and specialization related to public projects, design, hydraulics, traffic and other municipal engineering areas.

CITY OF GRASS VALLEY
SENIOR CIVIL ENGINEER
JOB DESCRIPTION

Ability to:

Plan, organize, direct, coordinate and evaluate the engineering services and functions of the City.

Supervise, train and evaluate assigned personnel.

Properly formulate, interpret, evaluate and make decisions and recommendations in accordance with applicable laws and regulations.

Perform comprehensive engineering reviews in the development of public or private designs, plans, drawings and specifications for traffic, construction, maintenance and alteration projects with minimum supervision.

Make complex engineering calculations and prepare engineering plans and specifications.

Prepare comprehensive and concise technical reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative work relationships.

EXPERIENCE AND EDUCATION:

Three (3) years of extensive and increasingly responsible experience in various areas of California local government engineering including at least one (1) year in a responsible supervisory or mid-management capacity.

A Bachelor's Degree from an accredited college or university with a major in civil engineering or related fields.

PHYSICAL REQUIREMENTS:

- . Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
- . While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
- . Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.