



City of Woodland

SENIOR CIVIL ENGINEER

DEFINITION

To plan, coordinate, supervise and participate in the activities of a major section within the Engineering Division such as transportation/traffic engineering, utilities engineering, development services, or the City's capital improvement program.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Deputy Director of Public Works, Engineering/City Engineer.

Responsibilities include direct and indirect supervision of assigned staff.

EXAMPLE OF DUTIES – The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, supervise, and perform professional engineering work in the planning, design, and construction of streets, sidewalks, water and sewage systems, drainage structures, transportation facilities and other public works.

Plan, supervise, and perform professional engineering work in the development of master plans and long (MPFP) and short (Capital Budget) range funding programs.

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

Coordinate selection, and manage consultant contracts.

Coordinate developer requirements for the Public Works Department. Review and check final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City standards, codes, ordinances and departmental requirements.

Participate in the review of projects under construction; coordinate the activities of the inspection unit; resolve complaints and problems in the field between the inspectors and developers, contractors, and/or engineers.

Meet and confer with developers, contractors, engineers and the general public relative to city policies, regulations, and procedures; work toward the resolution of discrepancies and problem situations with outside parties.

Performs the duties of Traffic Engineer when authorized in writing by the City Manager, or when authorized in writing by the Traffic Engineer to act as the Deputy Traffic Engineer.

Conduct field surveys and supervise and participate in the work of collecting, tabulating, and analyzing data for problem identification and resolution.

Manage and oversee input to the City's project and program databases and infrastructure management systems

Ensure timely and effective coordination with Operations and Maintenance personnel.

Represent the City in support of state and federal funding programs. Research and obtain grant funding for projects.

Regular and consistent attendance.

Work cooperatively with others.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Insure compliance with CEQA, the Public Contracts Code, and (Development Services Only) the Subdivision Map Act.

Stamp plans for in-house design work.

Check plans for accuracy, suitability, and completeness; and direct revisions.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis.

Manage development of infrastructure master plans.

Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications.

Supervise, train and evaluate assigned staff.

Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering as applied to municipal public works.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.

Codes, ordinances, resolutions, laws, recent development, current literature and sources of information in municipal public works.

Contract administration.

Principles and practices of supervision, training, and performance evaluation.

Safety principles, practices and procedures.

Operation and programs of a personal computer.

Skill to:

Prepare and interpret plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.

Plan, coordinate, manage and prioritize a variety of engineering projects.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Communicate effectively, both orally and in writing.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities 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 coursework in civil engineering.

Experience:

Four years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities.

License or Certificate:

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; possession of a valid California Driver's License. For the Senior Civil over Transportation, possession of a valid certificate of registration as a Professional Traffic Engineer in the State of California is highly desirable.

Council Action: July 16, 2002