

CITY OF SALINAS

SENIOR CIVIL ENGINEER

BARGAINING UNIT/CLASS CODE:

AMPS / F06

DEFINITION

To supervise and participate in and conduct complicated engineering planning and design; to oversee activities of design engineering, surveying, engineering records management, development review and traffic engineering; and to participate in the enforcement of the City's standards and codes for development.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey and supervisory level in the professional engineering class series. Work of this class involves the supervision of professional and technical personnel. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. Incumbents are also expected to perform the most complex professional engineering work requiring a substantial level of professional training and experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy City Engineer or Deputy City Manager. Exercises general supervision over professional and technical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Respond and take appropriate action to public inquiries and concerns related to capital improvement, development, traffic and public works programs/projects. Prepare and supervise the preparation of staff reports and make oral presentations at City Council, City Commissions and other boards as assigned. Prepare and monitor the annual budget for the assigned team. Program, process, budget and monitor State and Federal grants and funds for all types of public works projects and programs as assigned. Prepare grant applications for all types of capital improvements. Represent City at meetings with outside agencies. Select, supervise, train and evaluate professional and technical subordinates. Plan, assign, direct and review the work of staff engineers developing engineering designs, specifications, estimates, and contracts for a variety of municipal projects. Prepare and review plans specifications, estimates, survey maps and technical reports for accuracy, suitability, and completeness, and make recommendations for revision and improvement. Prepare preliminary and final cost estimates. Confer with contractors, consulting engineers; sub-dividers, and members of the public on engineering problems and public work programs. Perform and supervise difficult and complex civil engineering design work. Review and prepare comments for all levels of environmental review to address project and cumulative impacts to transportation and other public facilities. Review development proposals and building plan checks and prepare conditions of approval and recommend corrections. Supervise the preparation of official maps and the maintenance and filing of base maps, engineering drawings, street address maps, and related materials. May coordinate the preparation, distribution, explanation, tabulation and review of bid proposals. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
SENIOR CIVIL ENGINEER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles, practices and administration of civil engineering, traffic engineering and surveying. Modern methods and techniques used in the design, construction and surveying of a variety of public works engineering projects, including street, sewer, traffic, storm drains, small buildings, structures, sewerage collection and sewerage treatment. Pertinent regulatory codes and ordinances. Principles of organization, administration, budget and personnel management in municipal government. Right of way acquisition methods and procedures. Preparation of property legal descriptions. Requirements of the Subdivision Map Act and Salinas Municipal Code. Applicable laws and regulatory coded relevant to engineering design, development review, traffic engineering and construction in the areas of assignment.

Ability to:

Make complex engineering computations and to check, design and construction of a variety of public works projects. Prepare, clear, concise and accurate specifications and technical reports. Establish and maintain effective working relationships with others. Deal tactfully and effectively with the general public, civic and community groups and public officials. Prepare and present clear and comprehensive reports and grant applications. Coordinate the work of personnel assigned. Communicate with other engineers and other City personnel regarding the conduct and completion of capital improvement projects. Communicate clearly and concisely, both orally and in writing. Oversee and coordinate work of consulting engineers. Supervise, train and evaluate professional and technical subordinates. Effectively organize workload.

Skills to:

Perform, review and supervise design engineering; preparation of plans, specifications, diagrams, and sketches pertaining to capital improvement and development projects. Prepare and deliver public presentations.

License or Certificate:

Possession of a certificate of registration as a civil engineer in the State of California. Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering and four (4) years of increasingly responsible supervisory and professional civil engineering work experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 2-84, REV: 2-94, REV: 10-06