



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE

SENIOR CIVIL ENGINEER

DEFINITION

To plan, organize, direct and supervise the work of staff involved in complex, professional engineering work in support of a wide range of complex Public Works projects and initiatives; to direct the work of subordinate professional, sub- or paraprofessional, journey-level class and technical engineering staff; to assist in the administration and supervision of the Engineering Section; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities for a unit, including planning, assigning, and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

The class is distinguished from the Principal Civil Engineer in that the latter is responsible for the management and general administration of a division within the Engineering Section.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Civil Engineer.

Exercises direct supervision over assigned staff within the Engineering Section, including professional, sub- or paraprofessional, journey-level class and technical staff and consultants. Also exercise technical and functional supervision - including evaluation - over other less experienced professional, sub- or paraprofessional, technical and support staff and/or consultants throughout the Section.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for Public Works; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to Public Works.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Act as project manager for major capital improvements projects, which includes contract administration; project schedule coordination; manage the work of consultants and staff; coordinate the work of consultants, utilities, staff, other public agencies, elected officials, and the public; communicate with the consultants, staff, public, other agencies, and elected officials; ensure quality control of the project, including conducting field inspections; prepare and present a variety of reports and studies.

- Plan, coordinate, and supervise responsible engineering work in connection with municipal Public Works projects; manage the design and preparation of plans, specifications, and cost estimates for the construction of streets, storm drains, signals, parks, sanitary sewer system, building and other improvements; make feasibility and economic studies of alternative plans.
- Supervise, plan, organize, and direct the activities of an assigned staff; assign, review and evaluate the work of assigned staff for accuracy, suitability, and completeness.
- Supervise staff reviewing a wide variety of engineering projects, including planning and studies; conduct surveys; investigate complaints; and present written and oral reports to elected and appointed officials.
- Assist in evaluating the need for, and developing plans and schedules for long-range engineering and public works projects.
- Participate in the development of capital improvement projects for compliance with City specifications; resolves disputes between the City and developers, contractors, engineers and the general public relative to City policies, specifications, regulations, procedures and extra work.
- Decide on design procedures and interpret the application of design criteria; check plans and specification for accuracy of design and completeness.
- Interpret and apply relevant codes, ordinances, rules and regulations.
- Direct and manage the inspection of public works and land development projects for conformance to established plans and specifications.
- Provide continuing technical assistance to staff; supervises and participates in the work of lower-level engineering staff in preparation of project plans, agreements, specifications, cost estimates and contract administration for capital projects.
- Assist in the preparation, coordination and control of the operating and capital improvement budgets; assist in evaluating the need for and developing plans and schedules for long-range Public Works projects.
- Coordinate projects with other departments, divisions, sections, or teams, consultants, developers and/or property owners; give presentations to elected and appointed officials; respond to citizen inquiries and complaints and takes appropriate action.
- Track new or pending regulatory requirements that affect the Public Works Department and provides support to meet these requirements (e.g., nonpoint and point discharge, drinking water quality, water conservation, air, and groundwater contamination).
- Monitor inter-governmental actions affecting Public Works.
- Assist in the training of other city personnel in Public Works design and construction standards.
- Respond to escalated questions from the general public and attends meetings with representatives of other departments and agencies and take appropriate action.
- Make presentations to the City Council, City Manager, and other boards and commissions, business organization and homeowner's association
- May serve on and/or provide technical and support staff assistance to various City commissions and task forces.
- May serve on various employee related committees.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and methods of civil engineering applicable in a municipal setting [parks, buildings, geotechnical, utilities, transportation and land development]; applicable City policies, laws, and regulations affecting Engineering Division activities.
- Design, construction, and maintenance requirements, techniques, practices, and principles of public works facilities including buildings, streets, drainage systems, water, sewers, and sewage treatment plants.
- Design principles, strengths of materials, stress analysis and principles of mechanical, electrical, and structural engineering and surveying as they apply to the design and construction of Public Works projects.
- Applicable laws and regulatory codes relevant to assigned areas of responsibility.
- Methods of engineering and construction management applicable to complex projects.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation, and public relations.
- Modern developments, current literature, and sources of information regarding the area of assignment.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training and performance evaluations.
- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct Public Works operations and activities.
- Determine, plan, assign and manage priorities.
- Effectively supervise and train professional, technical and clerical support staff.
- Learn and retain City administrative, budgeting, purchasing and personnel processes and procedures.
- Be proactive in identifying problem areas and develop alternative solutions and recommendations.
- Make complex engineering calculations and to check, design, and supervise the construction of a wide variety of municipal improvements and construction projects.
- Communicate effectively, orally and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.
- Perform difficult engineering work in the design, project management, contract administration, and construction of Public Works projects.
- Develop and implement improvements to systems and operations. Operate the listed tools and equipment.
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination to operate drafting instruments, computers and various pieces of office equipment.
- Lift and/or move up to 25 pounds.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train and evaluate assigned staff.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in engineering or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in civil engineering or public or business administration is desirable.

Four (4) years of progressively responsible experience performing program management and/or project coordination duties in engineering, two years of which are equivalent to an Associate Civil Engineer. Experience in municipal professional engineering and supervisory experience preferred.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession at the time of hire and continued maintenance of a valid registration as a Professional Engineer in the State of California or possess Professional Engineer registration in another state with ability to obtain California registration within six (6) months.

Working Conditions:

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Use of safety equipment, such as safety vests, safety eyewear and hard hats, as required.

Category:	Supervisor
FLSA Classification:	Exempt
Effective Date:	June 29, 2022
Revisions:	N/A